

# ELECTRONIC CASE FILING



## User's Manual

Eastern District of North Carolina  
(May 19, 2006)

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# **Electronic Case Filing System User's Manual**

## **Introduction**

The United States District Court for the Eastern District of North Carolina permits attorneys to file documents with the Court from their own offices over the internet. The court's Standing Order (effective October 1, 2005), and the revised Local Rules authorize electronic filing in accordance with the Federal Rules of Civil and Criminal Procedure. This User's Manual provides instructions on how to use the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer® and Adobe Acrobat®.

### **ECF System Capabilities**

The electronic filing system allows registered participants with Internet accounts and browser software, such as Netscape or Internet Explorer, to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

### **Help Desk**

Contact the Court's Help Desk between the hours of 8:30 A.M. and 4:30 P. M., Monday through Friday, if you need assistance using ECF.

**Toll Free Help Desk                      1-866-855-8894**

The Clerk's Office shall deem the Court's CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. Eastern Time that day. Known systems outages will be posted on the Court's web page, if possible. The initial point of contact for any practitioner experiencing difficulty filing a document electronically should be the ECF Help Desk.

## Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

## Requirements

### Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

A personal computer running a standard platform such as Windows®, Windows 95®, Windows 98®, Windows 2000®, Windows XP®, or Macintosh®.

Internet service and a compatible browser (Netscape Navigator® 4.6 or 4.7 and Internet Explorer 5.5 were the only browsers tested on CM/ECF. The CM/ECF technical staff is currently testing Netscape® version 7.02 and Internet Explorer® version 6.0 to certify its compatibility with the Bankruptcy and District CM/ECF systems. There are, however, users currently accessing the system using Netscape Version 7.02 and Internet Explorer® version 6.0 with positive results. In either case, the browser must be JavaScript-enabled.).

Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer®, as well as certain word processing programs can perform this function. Both Acrobat® Writer Version 3.X and 4.X meet the CM/ECF filing requirements. The CM/ECF technical staff is currently testing Version 5 to certify its compatibility with the CM/ECF system. For viewing documents, not authoring them, only Adobe Acrobat Reader® is needed.

A PDF-compatible word processor like Macintosh® or Windows®-based versions of WordPerfect® and Microsoft Word®.

A scanner to transmit documents that are not in a word processing system.

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## **PACER Registration**

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. You may also register for PACER online at <http://pacer.psc.uscourts.gov>.

## **Your CM/ECF Account**

### **Registering for Access to ECF**

To receive a login name and password for the Eastern District of North Carolina CM/ECF system, participants must:

1. be admitted to practice in the Eastern District of North Carolina
2. take an Attorney Training class on using CM/ECF, taught by the Eastern District of North Carolina, or another District Court; and
3. register.

Registration forms can be obtained on our web site at

<http://www.nced.uscourts.gov/cmecfinfo.html>

Completed registration forms should be mailed to:

Clerk of Court  
United States District Court  
Eastern District of North Carolina  
Attn: ECF Attorney Registration  
Room 574  
310 New Bern Avenue  
Raleigh, North Carolina 27601

Once an account has been established, and to ensure that the Clerk's Office has correctly entered a registering attorney's Internet e-mail address into the ECF system, the Clerk's Office will send the attorney an Internet e-mail message after assigning the attorney a password.

Registered users can visit a training version of the system on the Internet at <http://ecf-train.nced.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

## **Maintaining Your Account**

From the Utilities menu you have the capability to:

1. maintain certain aspects of your ECF account with the Court, and
2. view a log of all your transactions within ECF.



## Maintain Your Account



Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

**Account**  

<input type="text" value="wes"/>	First name	<input type="text"/>
<input type="text"/>	Generation	<input type="text"/>
<input type="text"/>	Type	crt
<input type="text" value="Will E. Short"/>		
<input type="text" value="Technical Writer"/>		
<input type="text"/>		
<input type="text" value="Room 2301"/>		
<input type="text"/>	State	<input type="text"/>
<input type="text"/>	County	<input type="text"/>
<input type="text" value="(202) 354-3297"/>	Fax	<input type="text"/>
Bar status		
DOB	AO code	End date
<input type="button" value="ation..."/>	<input type="button" value="More user information..."/>	
<input type="button" value="Clear"/>		

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

Clicking on the **[Email information]** button opens the following screen.

**E-mail information for wes**

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will e-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents

- From the screen depicted below, enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.

Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.

**ECF** Civil • Query • Reports • Utilities • Logout

in for wes

Primary e-mail address

: specified below

mary e-mail address

additional addresses

in cases in which I am involved

in these additional cases

e for each filing

• Summary Report

☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.

- 
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **[More User Information]**, from the **Maintain User Account** screen. ECF opens the screen depicted below.

More User Information for wes

Login	<input type="text" value="shortw"/>	Last login	08-31-2001 11:03
Password	<input type="password" value="xxxxxxxxxx"/>	Current login	09-04-2001 11:03
Prid	2231	Create date	08/02/2001
Registered	<input type="checkbox" value="Y"/>	Update date	08/16/2001
Groups	Quality Control		
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

## View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.



ECF

Civil

Query

Reports

Utilities

Logout

?

Transaction Log

Report Period: 08/16/2001 - 09/04/2001

Date	Case Number	Text
2 08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )
5 08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes, )
3 08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes, )
1 08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf. Signed by Judge sullivan emmett g on 08/28/01. (wes, )
5 08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibi are being held in the Clerk's office in paper format)(wes, )
5 08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes, )
7 08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3 08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
9 08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> b DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )
1 09/04/2001 14:21:26		Updated person record: wes Prid: 2231

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered in the system are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

## Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.

## The Mechanics of Electronic Filing

### User Interactions

There are three ways a user interacts with the system:

1. Entering information in data fields
2. Using command buttons to direct system activities
3. Mouse-clicking on hyperlinks

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## Portable Document Format (PDF)

Only PDF documents may be filed with the court. Additionally, users must set up Adobe's Acrobat Reader® software in order to view documents that have been electronically filed in the system. When installing this product, please review and follow Adobe's® directions to utilize Acrobat Reader® after installation.

### **Signatures; Affidavits of Service**

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The filing party shall scan the original affidavit, and then electronically file it on the System. See the Electronic Case Filing Administrative Policies and Procedures Manual page 9 for signature restrictions.

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
- (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “/s/ Jane Doe,” “/s/ John Doe,” etc.
- (c) If the filing party or an attorney believes a document with original signatures has intrinsic value, the attorney shall retain the original document until two (2) years after the expiration of the time for filing a timely appeal of a final judgment or decree, or after receipt by the Clerk of Court an order terminating the action on appeal.
- (d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

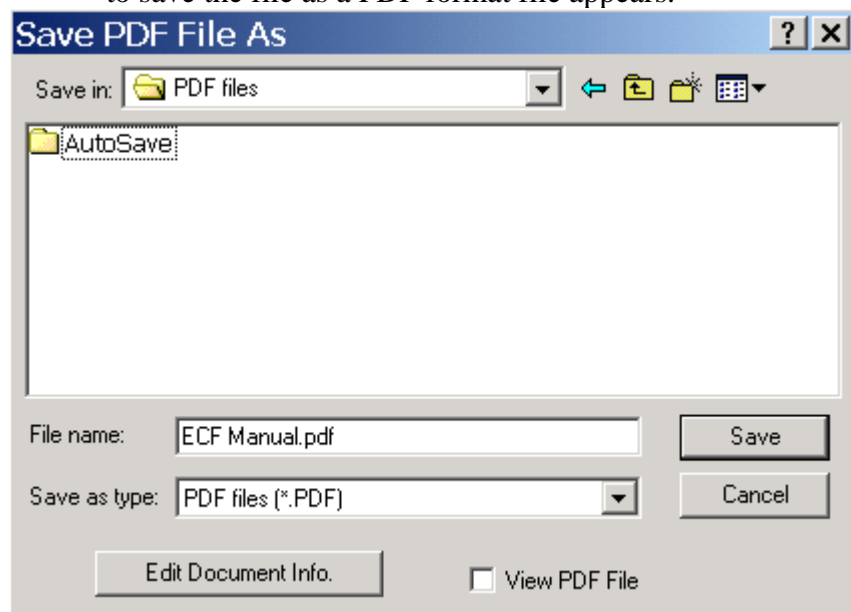
### **How to Convert Documents to PDF Format**

You must convert all of your documents to PDF format before submitting them to the Court's ECF system. The conversion process requires special software such as Adobe Acrobat Writer®. WordPerfect® versions 9 and 10 have Acrobat Writer® built-in and can also be used to convert documents to PDF.

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### Using any word processing program:

- Install Acrobat Writer on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter\***
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter®, and follow the directions above.*

*\*You must have Adobe Acrobat Writer® installed on your computer to see these choices listed.*

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Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

### How to View a PDF File

- Start the Adobe Acrobat® program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

### How to Access the System

Users can get into the system via the Internet by going to

<http://ecf.nced.uscourts.gov>

Or, you may go to the Eastern District of North Carolina's Web site at [www.nced.uscourts.gov](http://www.nced.uscourts.gov) and click on the **Electronic Case Filing** hyperlink:



Click on **Eastern District of North Carolina-Document Filing System** to open the login screen and login to ECF:



Welcome to the U.S. District Court for the Eastern District of North Carolina

[Document Filing System](#)

Users can access the **Training Database** by going to

**<http://ecf-train.nced.uscourts.gov>**

## Logging In

This is the login screen:

### ECF/PACER Login

#### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

#### Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

#### Authentication

Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.*

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. This login will allow you to both file documents and query for general case information. Please see the section entitled Query Feature for information about use of a PACER login and password.

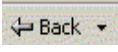
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**Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

**Login failed either your login name or key is incorrect**

- Click on the  button in your browser and re-enter your correct login and password. Once the **Main Menu** appears, choose from a list of hyperlinked options on the top bar.



**Note:** The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the CM/ECF Help Desk (see p. 3) as soon as possible.

## Manipulating the screens

Each screen has the following two buttons:

- 
- **[Clear]** clears **all** characters entered in the box(es) on that screen.
  - **[Next]** or **[Submit]** accepts the entry just made and displays the next entry screen, if any.

### Correcting a mistake:



Use the **[Back]** button on the internet browser to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

## Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil**- Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal**- Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query**- Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports**- Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities**- View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout**- Allows you to exit from ECF and prevents further filing with your password until the next time you log in.



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## Civil Events Feature

Registered filers will use the civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents on our website [www.nced.uscourts.gov](http://www.nced.uscourts.gov) (ECF Civil Event List).

This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

### Filing a Civil Complaint

Please see the Electronic Case Filing Administrative Policies and Procedures Manual for details on filing a new complaint.

Until June 1, 2006, the Court will accept complaints sent by U. S. Mail or delivered in person to the Clerk's office. As of February 8, 2006, attorneys may also open a civil case through CM/ECF.

To open a case in person or by mail, present the Clerk's office with a Civil Cover Sheet (JS-44c), summons and the complaint, which lists the case party information, along with the filing fee.

**New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.**

To open a civil case electronically, follow the steps provided below. There is an image of each screen with explanations and descriptions of what each field captures.

An attorney may now open a civil case electronically. To open a case, an attorney must provide the Clerk's office with a Civil Cover Sheet (JS-44c), summons and the complaint, which lists the case party information, along with the filing fee. Every party shall review and comply with Fed. R. Civ. P. 7.1 and Local Rule 7.3. **New cases are deemed filed the day the Clerk's Office receives the complaint and any required filing fee.**

When opening a case electronically, the filing fee must be paid first. Effective April 9, 2006, the filing fee is \$350.00. When the attorney is ready to pay the filing fee the attorney must have the name of the case that is to be opened. Fees may be paid by:

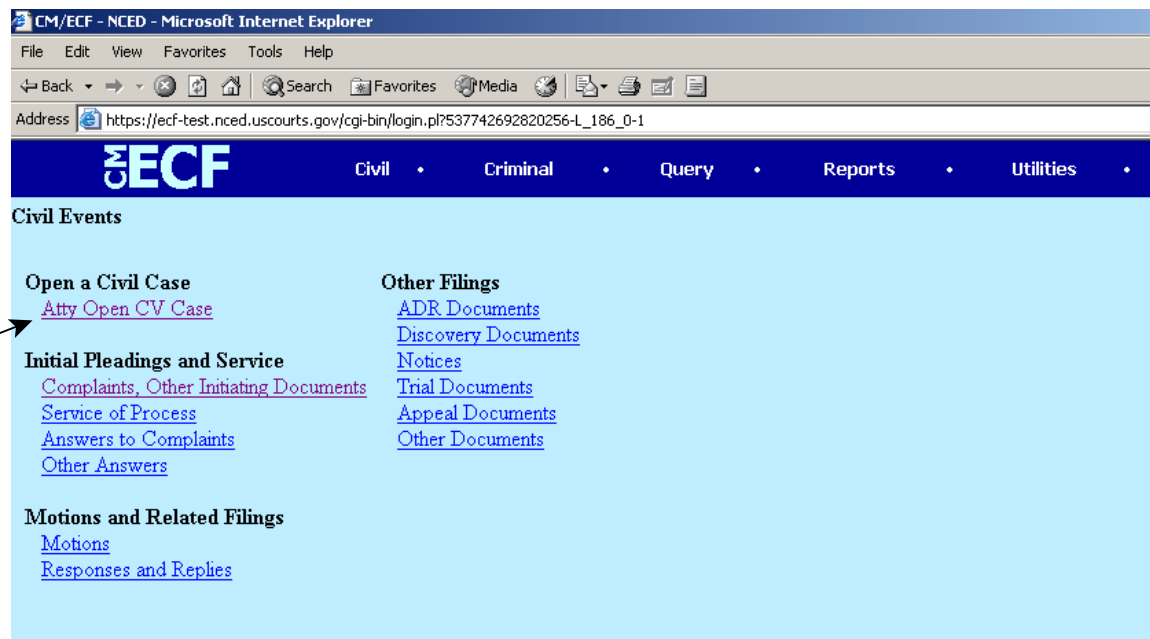
- credit card (by phone or in person)
  - Raleigh Clerk's office – open 8:30 am to 4:30 pm
    - 919-645-1700
  - Greenville Clerk's office – open 8:30 am to 4:30 pm
    - 252-830-6009
  - Wilmington Clerk's office – open 8:30 am to 4:30 pm
    - 910-815-4663
- check (by mail or in person)
- cash (in person)

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The filer will be given a receipt with a receipt number. The attorney will need this receipt number to complete the on-line process of opening a civil case.

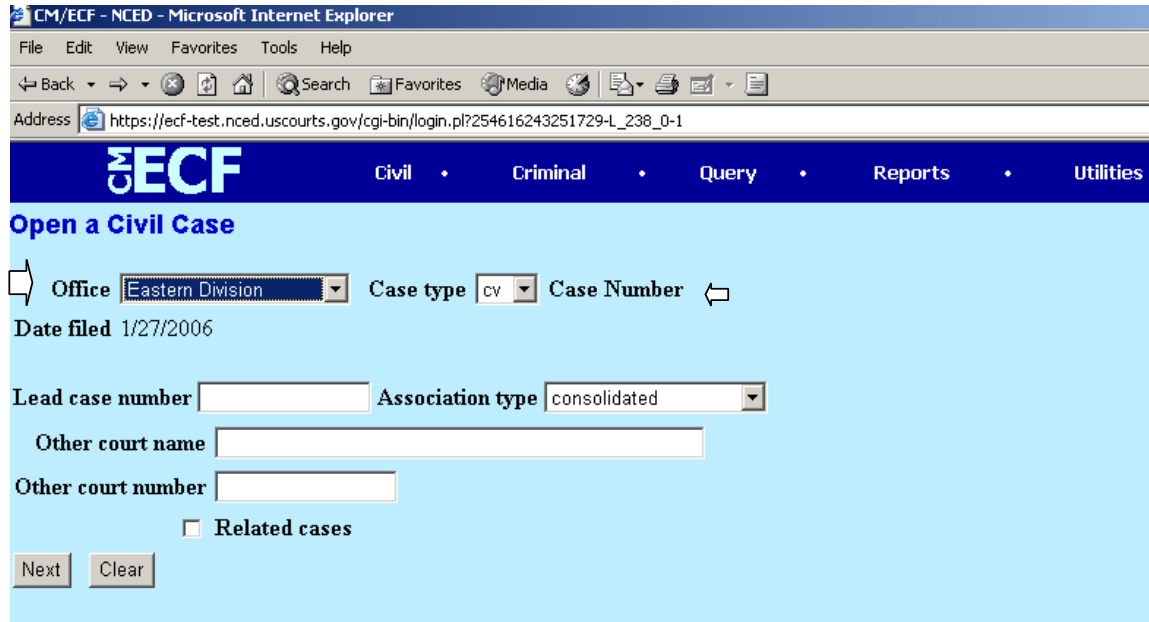
## OPENING A CIVIL CASE

1. Click on Civil.
2. Select “Atty Open CV Case”



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In the **Office** field: Assign the case to a division pursuant to Local Civil Rule 40.1(c)  
Local Civil Rule 40.1(c)(1), EDNC

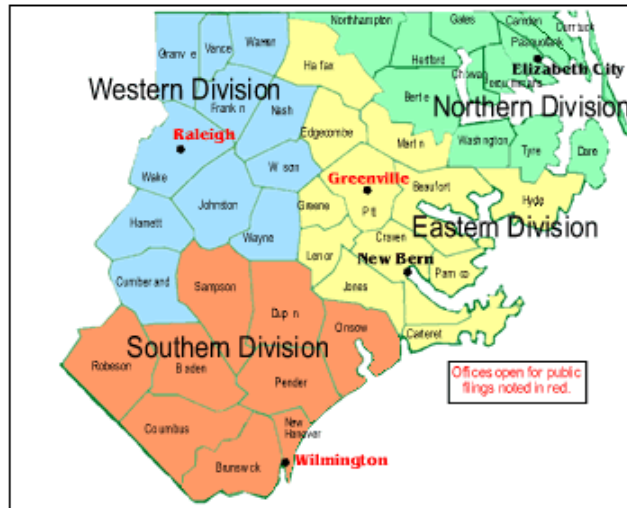
Civil Actions. The clerk shall assign all civil actions to a division when the action is filed or removed. If one or more plaintiffs are residents of this District, the clerk shall assign the case to the division in which the first named such plaintiff resides. If no plaintiff resides in the Districts and one or more defendants reside in the District, the clerk shall assign the action to the division in which the first named such defendant resides. In the event no party resides in the District but the claim is alleged to have arisen in the District or to involve real property in the District, the clerk shall assign the action to the division in which such claim is alleged to have arisen or in which the real property is situated. In all instances, a case shall be assigned to a division at the discretion of the clerk. In removed actions, the matter will be assigned to the division in which the state court is located from which the action is removed.

Examples:

Craven County – select Eastern Division

Wake County – select Western Division

Full list of counties in the District on next page.



### Eastern Division Counties

Headquarters in  
[Greenville](#)

Beaufort	Hyde
Carteret	Jones
Craven	Lenoir
Edgecombe	Martin
Greene	Pamlico
Halifax	Pitt

### Northern Division Counties

Cases Managed in [Raleigh](#)

Bertie	Hertford
Camden	Northampton
Chowan	Pasquotank
Currituck	Perquimans
Dare	Tyrrell
Gates	Washington

### Southern Division Counties

Headquarters in  
[Wilmington](#)

Bladen	Onslow
Brunswick	Pender
Columbus	Robeson
Duplin	Sampson
New Hanover	

### Western Division Counties

Headquarters in [Raleigh](#)

Cumberland	Nash
Franklin	Vance
Granville	Wake
Harnett	Warren
Johnston	Wayne
	Wilson

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CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L\\_238\\_0-1](https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1)

**ECF** Civil • Criminal • Query • Reports • Utilities

**Open a Civil Case**

Office **Eastern Division** Case type **cv** Case Number

Date filed 1/27/2006

Lead case number Association type consolidated

Other court name

Other court number

☐ Related cases

Next Clear

In the **Case type** field:

cv = civil

hc = habeas corpus

ct = prisoner civil rights

mc = miscellaneous (this selection is not activated and cannot be selected)

Leave the remaining fields blank.

CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print

Address [https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L\\_238\\_0-1](https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1)

**ECF** Civil • Criminal • Query • Reports • Utilities

**Open a Civil Case**

Jurisdiction 3 (Federal Question)

Cause of action 0 (No cause code entered)

Nature of suit 0 (zero)

Origin 1 (Original Proceeding)

Citizenship plaintiff

Citizenship defendant

Jury demand n (None) Class action n Demand (\$000)

Arbitration code County BEAUFORT

Fee status pd (paid) Fee date 1/27/2006 Date transfer

Next Clear

This information is found on the completed civil cover sheet.

**Jury demand:** The removing defendant must change this field to ‘p’ if the plaintiff demanded a jury in the complaint.

**Demand:** This field is optional. Complete only if there is a monetary demand in the complaint.

10 = \$10,000.00

500 = \$500,000.00

**Arbitration code:** Leave this field blank

**County:** This information is listed on the civil cover sheet. Use the county of residence of the first listed plaintiff, except in U.S. Plaintiff cases. In U.S. plaintiff cases, use the county of residence of the first listed defendant. In land condemnation cases, use the location of the tract of land involved.

**Fee status:** pd (paid) – when payment is made at time of filing  
 pend (IFP pending) – if case is initiated with a Motion to Proceed *In Forma Pauperis*  
 wv (waived) – used by federal government agencies

**Date transfer:** Leave this field blank.

Once you have filled in all the appropriate fields, click Next.

CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address [https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L\\_238\\_0-1](https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1)

**ECF** Civil Criminal Query Reports Utilities

**Open a Civil Case**

**Search for a party**

Last/Business name

Search Clear

Enter the last name of the business or plaintiff.

Click **Search**.

CM/ECF - NCED - Microsoft Internet Explorer

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Address [https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L\\_238\\_0-1](https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1)

**ECF** Civil Criminal Query Reports Utilities

**Search for a party**

Last/Business name

Search Clear

**Party search results**

Mouse, Mickey

Select name from list Create new party

Click on **Create new party** if the party is not in the database.

**Last name:** If the party is anyone other than an individual, (i.e., a company, a university, a municipality, etc.) the entire name of the party goes in the Last name field. This field will hold up to 200 characters.

**Generation:** Jr., Sr., III

**!!!!!!Role:** the role will always default to defendant and must be changed to the appropriate role. **!!!!!!**

**Pro se:** This field should only be “yes” if the party being added is legitimately *pro se*. Do not put ‘yes’ if the attorney is just unknown.

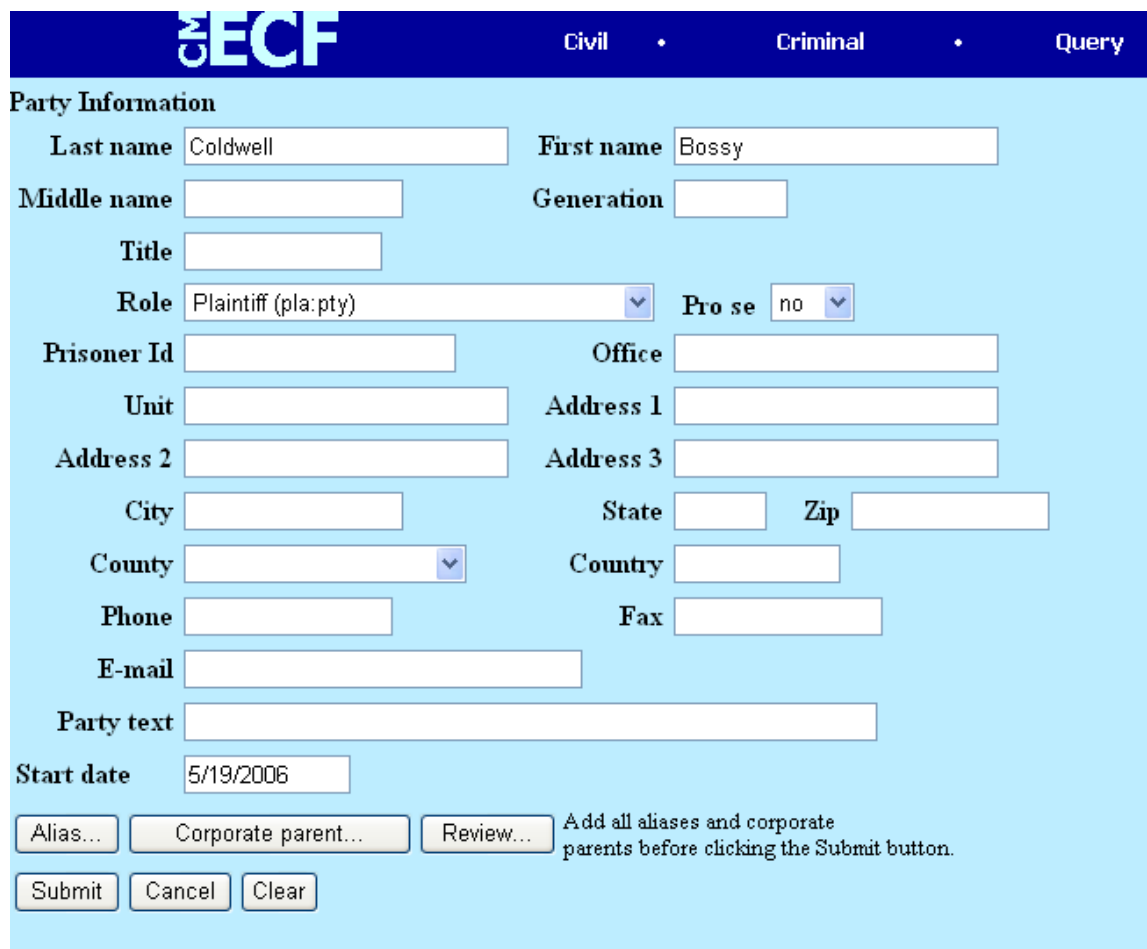
**Party text:** This field is for descriptive information regarding the party (e.g., “in his official capacity”, “a Delaware corporation”, or “Commissioner of Social Security”). This field will hold up to 255 characters. Do not use this field for party aliases. Use the alias button at the bottom of the screen.

**Alias button:** Used when the party has aliases (i.e., “formerly known as”, “also known as”, “doing business as”, “on behalf of” etc.) The party may have more than one alias.



---

## Corporate Disclosure

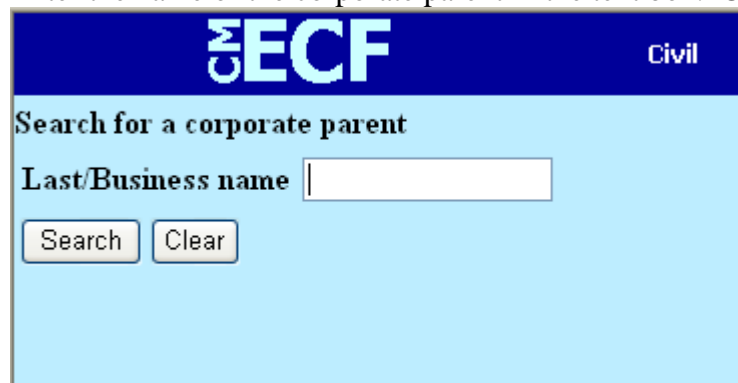


The screenshot shows the ECF (Electronic Case Filing) interface for Corporate Disclosure. The top navigation bar includes the ECF logo and links for Civil, Criminal, and Query. The main section is titled "Party Information" and contains various input fields for party details. The "Last name" field is filled with "Coldwell" and the "First name" field is filled with "Bossy". Other fields include "Middle name", "Generation", "Title", "Role" (set to "Plaintiff (pla:pty)"), "Pro se" (set to "no"), "Prisoner Id", "Office", "Unit", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County", "Country", "Phone", "Fax", "E-mail", and "Party text". A "Start date" field is filled with "5/19/2006". At the bottom, there are buttons for "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A note states: "Add all aliases and corporate parents before clicking the Submit button."

**Corporate parent** button: Parties must file separate corporate disclosures pursuant to Fed.R.Civ.P. 7.1 and Fed.R.Crim.P. 12.

Click on the corporate parent button.

Enter the name of the corporate parent in the text box. Click Search.



The screenshot shows the ECF interface for searching for a corporate parent. The top navigation bar includes the ECF logo and a link for Civil. The main section is titled "Search for a corporate parent" and contains a "Last/Business name" input field. Below the input field are buttons for "Search" and "Clear".

---

If the corporate parent name does not appear, click the Create new corporate parent button:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a dark blue header with the ECF logo on the left and the words "Civil" and "Criminal" separated by dots in the center. Below the header, the page has a light blue background. The section is titled "Search for a corporate parent". There is a text input field labeled "Last/Business name" followed by "Search" and "Clear" buttons. Below this, the text "Corporate parent search results" is followed by "No person found." At the bottom of this section is a button labeled "Create new corporate parent".

There are text boxes in which to enter the name of the party's corporate parent.

The screenshot shows the "Corporate Parent Information" form in the ECF system. The header is the same as the previous screenshot. The form title is "Corporate Parent Information (Party Coldwell, Bossy)". It contains several text input fields: "Last/Business name" (filled with "Dow Chemical"), "First name", "Middle name", and "Start date" (filled with "5/19/2006"). At the bottom left are "Add corporate parent" and "Clear" buttons. To the right of these buttons is a text instruction: "Click the Add alias button to return to the Party screen and submit all information for this party."

Click the Add corporate parent button.

This returns the system to the Party Information screen.

ECF

Civil

Criminal

Query

Party Information

Last name

Coldwell

First name

Bossy

Middle name

Generation

Title

Role

Plaintiff (pla:pty)

Pro se

no

Prisoner Id

Office

Unit

Address 1

Address 2

Address 3

City

State

Zip

County

Country

Phone

Fax

E-mail

Party text

Start date

5/19/2006

Alias...

Corporate parent...

Review...

Submit

Cancel

Clear

Add all aliases and corporate parents before clicking the Submit button.

To check what you have added, click on the Review button.

ECF

Civil

Criminal

Review attorneys and aliases

Bossy Coldwell

Uncheck to remove from list

Attorneys added:

None added.

Aliases added:

☒

Dow Chemical, (cp)

Return to Party screen

Clear

CM/ECF User's Manual (May 2006)

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North Carolina Eastern District Court

In the Review screen, the corporate parent is listed with the designation: cp  
Click the Return to Party screen and to go back to the Party Information screen.

The screenshot shows the 'Party Information' form in the ECF system. The header is dark blue with the ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. The form itself has a light blue background. It contains various input fields for party details: Last name (Coldwell), First name (Bossy), Middle name, Generation, Title, Role (Plaintiff (pla:pty) with a dropdown), Pro se (no with a dropdown), Prisoner Id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, County (dropdown), Country, Phone, Fax, E-mail, and Party text. A 'Start date' field is set to 5/19/2006. At the bottom, there are buttons for 'Alias...', 'Corporate parent...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all aliases and corporate parents before clicking the Submit button.'

Continue these steps until you have entered all corporate parents. Once you have completed entry of all corporate parents, click the submit button.

The screenshot shows the 'Open a Civil Case' screen in the ECF system. The header is dark blue with the ECF logo and navigation links for 'Civil' and 'Criminal'. The main area has a light blue background. It features a section titled 'Search for a party' with a 'Last/Business name' input field. Below this are 'Search' and 'Clear' buttons. At the bottom, there is an 'End party selection' button.

---

You are ready to enter the second party in the lawsuit.

---

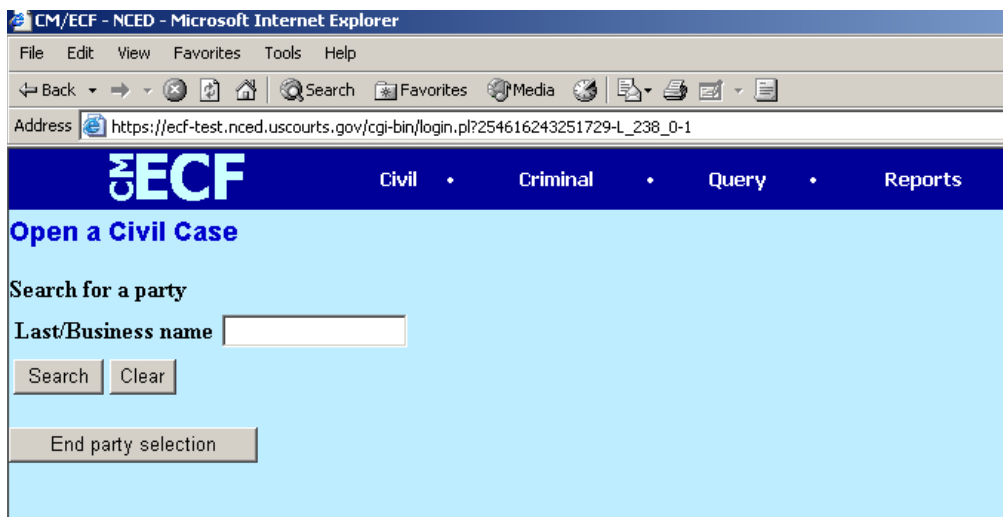
**Review** button: This button allows the filer to review all party information that has been entered, before it gets submitted.

**Submit** button: Click this button to submit the party information.

**Cancel** button: Click this button to cancel the information and return back one screen.

**Clear** button: Click this button to remove information added to the screen.

Repeat the process to add the opposing party:  
Type in the last name of the party.  
click the **Search** button.



If the party name is not in the database, select the **Create new party** button.

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---

**ECF** Civil • Criminal • Query • Reports • Utilities

**Search for a party**

Last/Business name

**Party search results**

Duck, Daffy  
Duck, Donald

---

CM/ECF - NCED - Microsoft Internet Explorer

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---

**ECF** Civil • Criminal • Query • Reports • Utilities

**Party Information**

Last name  First name

Middle name  Generation

Title

Role  Pro se

Prisoner Id  Office

Unit  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Start date

Add all aliases and corporate parents before clicking the Submit button.

Enter the party information.

CM/ECF - NCED - Microsoft Internet Explorer

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**ECF** Civil • Criminal • Query • Reports • Utilities

**Open a Civil Case**

Search for a party

Last/Business name

Search Clear

End party selection

Once you have entered all the parties, then you click the **End party selection** button.

The system will issue a case number:

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Address [https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L\\_238\\_0-1](https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1)

**ECF** Civil • Criminal • Query • Reports • Utilities

**Open a Civil Case**

Case Number 06-59 has been opened.

[Docket Lead Event?](#)

**Any electronically-generated designation of a district judge or magistrate judge does not mean that the judge so designated is assigned to the case.**

**Docket Lead Event?:** This is *any* case initiating document (e.g., complaint, notice of removal, motion to proceed *in forma pauperis*, etc.).

The lead event is where you, the attorney will be able to associate yourself with the party for whom you are filing. This association will trigger the electronic notification process in CM/ECF.

---

Once you click on the **Docket Lead Event** link, the system gives you a drop-down box of potential lead events.

Select the appropriate lead event.

Click **Next**.

CM/ECF - NCED - Microsoft Internet Explorer

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**ECF** Civil • Criminal • Query • Reports • Utilities

**Complaints and Other Initiating Documents**

Amended 3rd Party Complaint  
Amended Complaint  
Amended Crossclaim  
Application for Order Pursuant to Title 28, United States Code, Section 1782  
Application for Stay of Execution  
Bankruptcy Appeal  
Case Transferred In - District Transfer  
Case Transferred In - District Transfer

Next Clear

When your case initiating event is a Motion to proceed *in forma pauperis* (event in drop down list is Proceed In Forma Pauperis), attach the proposed complaint and summonses as attachments to the event. Do not docket the complaint as a separate event until the court has granted the motion to proceed *in forma pauperis*. A summons cannot be docketed separately until it has been issued by the court.

The system remembers the last case you were working in and fills in that case number. Ensure that this is the correct case number and then click **Next**.



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**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Complaints and Other Initiating Documents**

**Case Number**

06-59 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

Next Clear

Select the filing party from the box on the screen.

CM/ECF - NCED - Microsoft Internet Explorer

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**ECF** Civil • Criminal • Query • Reports • Utilities

**Complaints and Other Initiating Documents**

[1:06-cv-00059 mouse v. duck](#)

Select the filer.

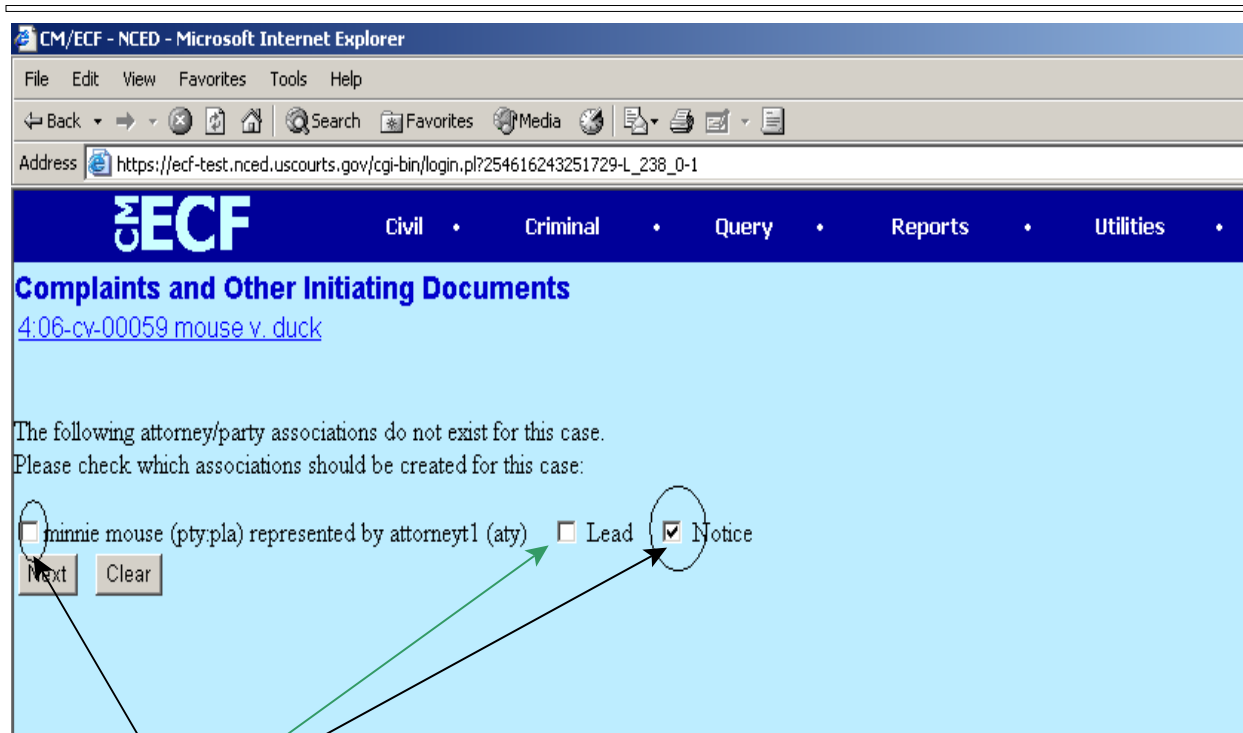
Select the Party:

duck, Huey [Defendant]  
mouse, minnie [Plaintiff]

[Add/Create New Party](#)

Next Clear

Click **Next**.



**These boxes must be checked to activate the electronic notification process.**

This box should be checked if you are lead counsel.

Associate with the party.

Click **Next**.

Select the party from the box that the initiating document is being filed AGAINST.  
Click **Next**.

Here is where you attach your initiating document in pdf format.

**ECF** Civil • Criminal •

**Complaints and Other Initiating Documents**

[7:06-cv-00019 Stanton v. Delta](#)

Receipt #:  Fee: \$350

Prior to opening a case, the filing fee must be paid and the filer must have a court-issued receipt number. That receipt number is entered in this field.

CM/ECF - NCED - Microsoft Internet Explorer

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**ECF** Civil • Criminal • Query • Reports • Utilities •

**Complaints and Other Initiating Documents**

[4:06-cv-00059 mouse v. duck](#)

Docket Text: Modify as Appropriate.

COMPLAINT  against Huey duck ( Filing fee \$ 250 receipt number 123456.) , filed by minnie mouse. (attorney1, )

You can add text to describe your initiating document in the text box.

CM/ECF - NCED - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L\\_238\\_0-1](https://ecf-test.nced.uscourts.gov/cgi-bin/login.pl?254616243251729-L_238_0-1)

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Complaints and Other Initiating Documents**

[4:06-cv-00059 mouse v. duck](#)

**Docket Text: Final Text**

**COMPLAINT against Huey duck ( Filing fee \$ 250 receipt number 123456.), filed by minnie mouse. (attorneyt1, )**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

This is the “point of no return” screen. Make sure the docket text is correct. If you discover an error here, click **Clear**. When you are satisfied that it is correct, Click **Next**.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout

**Complaints and Other Initiating Documents**

[4:06-cv-00059 mouse v. duck](#)

**U.S. District Court**

**Eastern District of North Carolina**

Notice of Electronic Filing

The following transaction was received from attorneyt1, entered on 1/27/2006 at 5:34 PM EST and filed on 1/27/2006

**Case Name:** mouse v. duck  
**Case Number:** [4:06-cv-59](#)  
**Filer:** minnie mouse  
**Document Number:** [1](#)

**Docket Text:**  
 COMPLAINT against Huey duck ( Filing fee \$ 250 receipt number 123456.), filed by minnie mouse. (attorneyt1, )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
 [STAMP dcecfStamp\_ID=1114528487 [Date=1/27/2006] [FileNumber=61641-0]  
 [4d8f21942dbddcb1d57417e6126b3647a5c5afd371cd3b5e3436cf789833689d8779c  
 b15baf934164721b4cba1e4093648b9e6df6063e5b9ec38e8dbdd548c36]]

**4:06-cv-59 Notice will be electronically mailed to:**

This is the Notice of Electronic Filing (NEF) that you will receive when you complete the filing of your initiating document.

**Congratulations, you have just opened your own civil case!**

---

## Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of electronic filing

---

After successfully logging into ECF, follow these steps to file a pleading.



## 1. Select the type of document to file.

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on Motions, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

For demonstration purposes, highlight **Preliminary Injunction** and click on [Next](#).

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on [Next](#).

- If the number is entered incorrectly, click [Clear](#) to re-enter. If the computer prompts that you entered an invalid case number, click on [Back](#) to re-enter.
- When the case number is correct, click on [Next](#).



---

### 3. Designate the party(s) filing the document.

The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, Query, and Rules. Below the header, the page title is "Motions". A link "8:00-cv-00101 Solich v. Stoops" is displayed. A blue instruction reads: "If the name of the filer does not appear below click on Add/Create New Party." Under the heading "Select the Party:", there is a scrollable list box containing "Frank Solich [Plaintiff]" and "Bob Stoops [Defendant]". To the right of the list box is a blue link "Add/Create New Party". At the bottom left are "Next" and "Clear" buttons. A mouse cursor is visible near the bottom right of the list box.

Highlight the name of the party, or parties, for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

After highlighting the parties to the motion, click on the **Next** button.

Note: All parties should have been added to the case when it was opened. If your party does not appear, make sure you are filing in the correct case.

### Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.

---



You must first perform a search to see if your party has already been entered in the ECF system. Type the first few letters of the party's last name for an individual or the first few letters of the company name.

**Note:** Before adding a party, check your case number to ensure that you are working in the correct case. Then, thoroughly search for the party's last name or the company's name before adding a new record to the database.

Example of an incorrect search parameter: **THE NORTH CAROLINA BAR**  
Example of a **correct** search parameter: **NORTH CAROLINA BAR**

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click [**Select name from list**]. Review the party information and select the party's role in this filing. Click [**Submit**].

If a match is not found, or your party does not appear in the list, click [**Create new party**].

**NOTE:** **Incorrectly added parties will be periodically updated by the systems administrator but may appear on your pick-list from time to time. Always choose an existing party that is properly formatted over one that was added incorrectly when presented with a list of possible matches.**

<b>Correct</b> Example:	JOHN W SMITH JR
Incorrect Example:	John W. Smith, Jr.

---

ECF displays the following screen:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo on the left and navigation links for 'Civil', 'Criminal', and 'Query' on the right. Below the header, the title 'Party Information' is followed by the date '2/9/2002'. The form contains several input fields: 'Last name' (with 'Smith' entered), 'First name', 'Middle name', 'Generation', 'Title', 'SSN' (with '222-11-1234' entered), 'Tax ID', 'Role' (a dropdown menu with 'Defendant (dft:pty)' selected), 'Pro se' (a dropdown menu with 'no' selected), 'Office', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'County' (a dropdown menu), 'Country', 'Phone', 'Fax', 'E-mail', 'Party text', and 'Start date' (with '2/9/2002' entered). At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Clear'.

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- Leave all other fields blank.

Use the "Party text" field to add additional information to describe your party. Information added to this field is case specific and will not be transferred to all cases in the system using that particular party name.

---

**Example:**

**Last Name Field** = **ABC CORPORATION**  
**Party Text Field** = **A NORTH CAROLINA CORPORATION**

**First Name Field** = **JOHN**  
**Middle Name Field** = **H**  
**Last Name Field** = **SMITH**  
**Party Text Field** = **WARDEN**

## Modifying Party Roles

It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order.

The screenshot shows a web form titled "Party Information". It contains several input fields: "Last name" (containing "SMITH"), "First name", "Middle name", "Generation", "Role", "Prisoner Id", "Unit", "Address 2", "City", "County", "Phone", "E-mail", "Party text", and "Start date". The "Role" dropdown menu is open, displaying a list of party roles in alphabetical order. The roles listed are: Defendant (dft:pty), Consol Third Party Defendant (con3p:pty), Counter Claimant (cc:pty), Counter Defendant (cd:pty), Creditor (cr:pty), Cross Claimant (crc:pty), Cross Defendant (crd:pty), Custodian (cust:pty), Debtor-in-Possess (dbpos:pty), Defendant (dft:pty) (highlighted), Garnishee (gar:pty), In Re (inre:pty), Interested Party (ip:pty), Interpleader (intpl:pty), Intervenor (intv:pty), Intervenor Defendant (intvd:pty), and Intervenor Plaintiff (intvp:pty). A red circle highlights the down arrow of the dropdown menu. At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear".

Once selected, the party type will appear in the "Role" field as shown below:

---

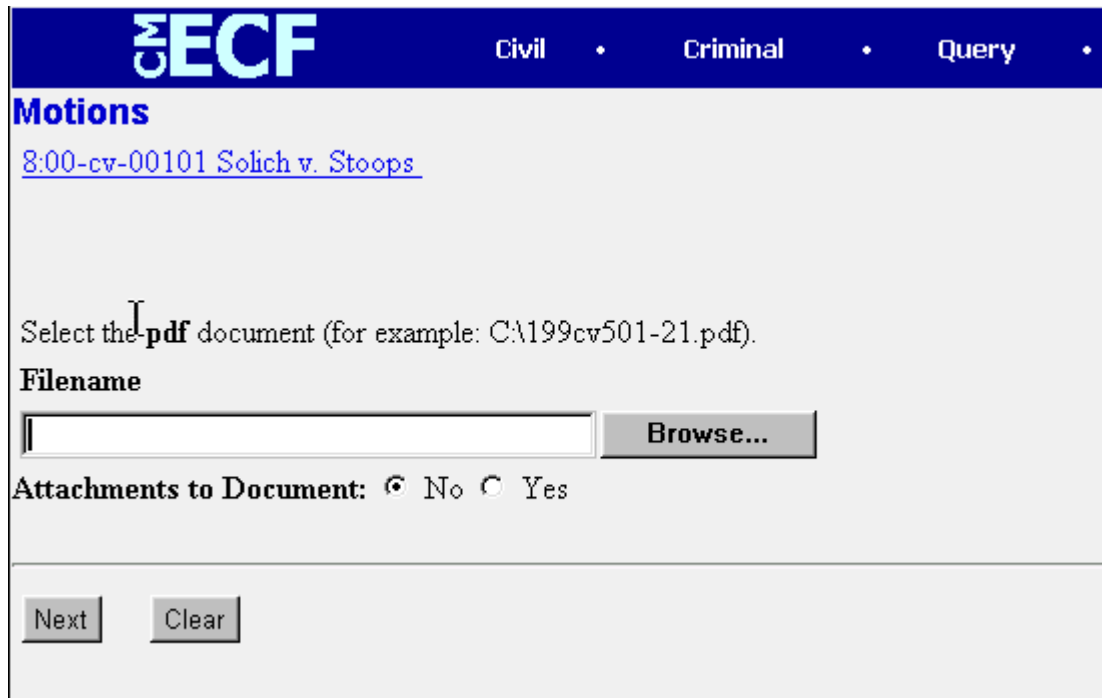
<b>Party Information</b>			
<b>Last name</b>	<input type="text" value="SMITH"/>	<b>First name</b>	<input type="text"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>Role</b>	<input type="text" value="Defendant (dft:pty)"/>		

**4. Specify the PDF file name and location for the document to be filed.**

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

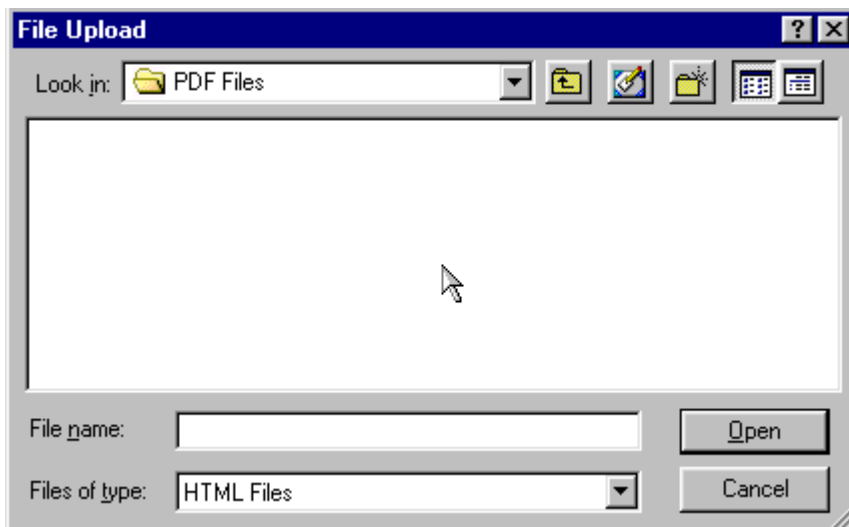
---

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

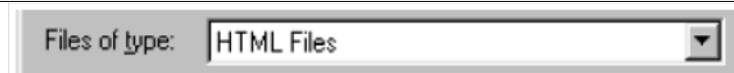


The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Motions". A link for "8:00-cv-00101 Solich v. Stoops" is visible. The main section prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a text field labeled "Filename" and a "Browse..." button. Below this, the "Attachments to Document" section has radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

- Click on the **Browse...** button. ECF opens the following screen.



- Change the **Files of type** from:

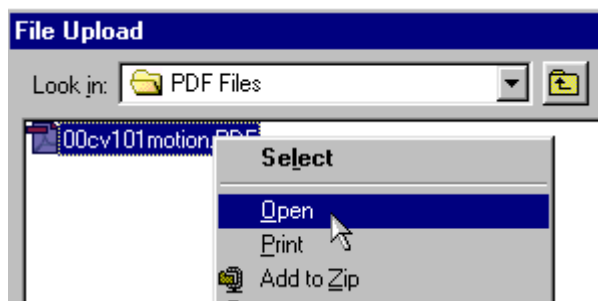


to:



- Navigate to the appropriate directory on your computer and find the file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on [**open**]. Adobe Acrobat® or Acrobat Reader® will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat® and click on the [**Open**] button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

---

**ECF**

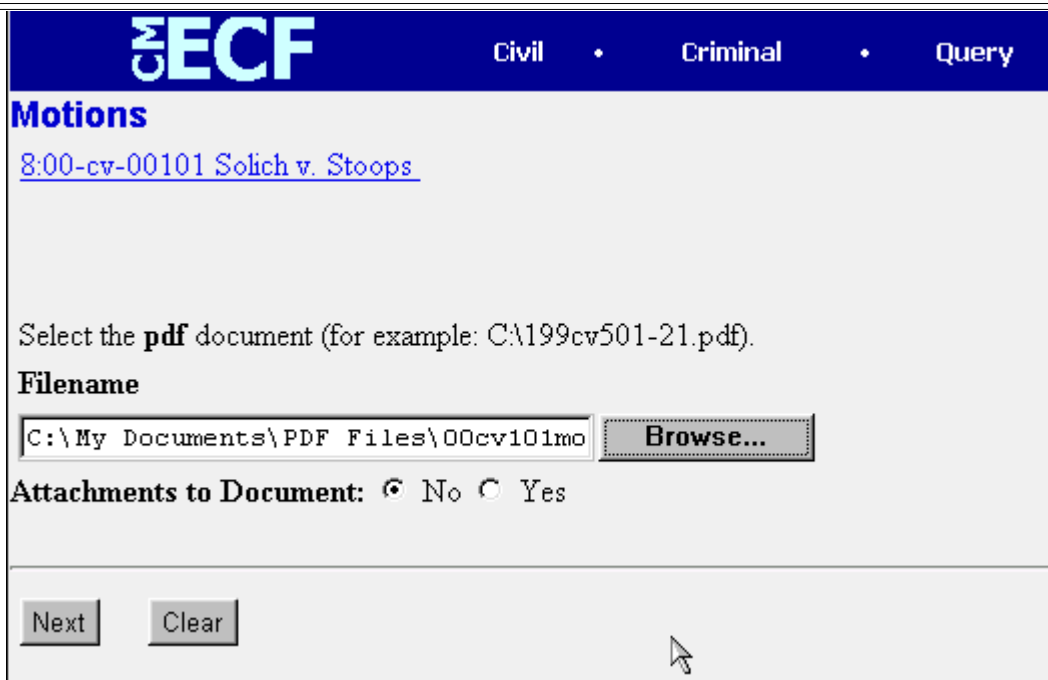
Civil • Criminal • Query

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes



- If there are no attachments to the motion, click on **Next**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, you will select [Yes] on the screen depicted above. Each exhibit to a motion, response or reply should be a separate attachment. Click on **Next** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

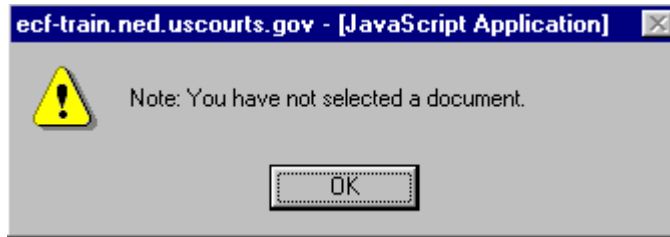
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **Next** button.



- 
- ECF will not permit you to select a file for your pleading that is not in PDF format.
  - Click on the **Back** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

#### **Failure to Select A Document to File**

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

#### **5. Add attachments to documents being filed.**

Remember that each exhibit to a motion, response or reply should be a separate attachment.

**NOTE:** Please see Section K of the Electronic Case Filing Administrative Policies and Procedures Manual for instructions on how to submit Proposed Orders for the Court's approval. All proposed orders must be submitted in a format compatible with WordPerfect®, which is a "Save As" option in most word processing software.

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF

Civil

Criminal

Query

Reports

Utilities

Logout

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on  to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. **Your filing will be considered deficient if you do not perform this task.**
- Click on [Add to List].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text" value="Appendix"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on

**Next**

## 6. When attachments and exhibits are in paper format.

All attachments or exhibits in paper form should be scanned using a scanner and appropriate software for the creation of files in PDF format when possible.

Exhibits may be scanned into one or more files (each less than 2 MB in size) and attached for e-filing using the procedure outlined above.

**Tip:** Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk's Office is using a scanner resolution of 200 x 200 in black and white mode.

Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk's Office in paper format. Attorneys may present paper filings using the following method:

E-file a pleading indicating that certain attachments have not been scanned and will be, instead, filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

## 7. Modify docket text.

The screenshot shows the CM/ECF web interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities. Below this is the 'Motions' section for case 8:00-cv-00101 Solich v. Stoops. A yellow box highlights the 'Docket Text: Modify as Appropriate.' section. Inside this box, there is a dropdown menu (indicated by a blue arrow), followed by the text 'MOTION for Preliminary Injunction', a text input field, and the text 'on behalf of Plaintiff Frank Solich (attorney2, )'. Below the yellow box are 'Next' and 'Clear' buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

The screenshot shows the ECF Motions interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, and Utilities. Below the header, the page title is "Motions" and the case number is "8:00-cv-00101 Solich v. Stoops". A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu on the left with options: First, Second (highlighted), Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. To the right of the dropdown is a text area containing "MOTION for Preliminary Injunction" followed by a blank space and "on behalf of Plaintiff Frank". An arrow points from the bottom left towards the blank space in the text area.

Click in the open text area to type additional text for the description of the pleading.

This screenshot shows the same ECF Motions interface, but the motion description is now complete. The dropdown menu is set to "Second". The text area contains "Second" followed by a dropdown arrow, "MOTION for Preliminary Injunction", "to cease and desist from", and "on behalf of Plaintiff Frank Solich (attorney2, )". Below the text area are two buttons: "Next" and "Clear".

### Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.


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**CM/ECF** Civil •

**Other Documents**

☐ Refer to existing event(s)?

Next Clear

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “Refer to existing event(s)?” and click .

**CM/ECF** Civil •

**Other Documents**

*Select the category to which your event relates.*

Type

- adr
- answer
- appeal
- appeal-cr
- charge-cr
- cja
- cmp
- detention-cr
- discov

Filed  to


Documents  to

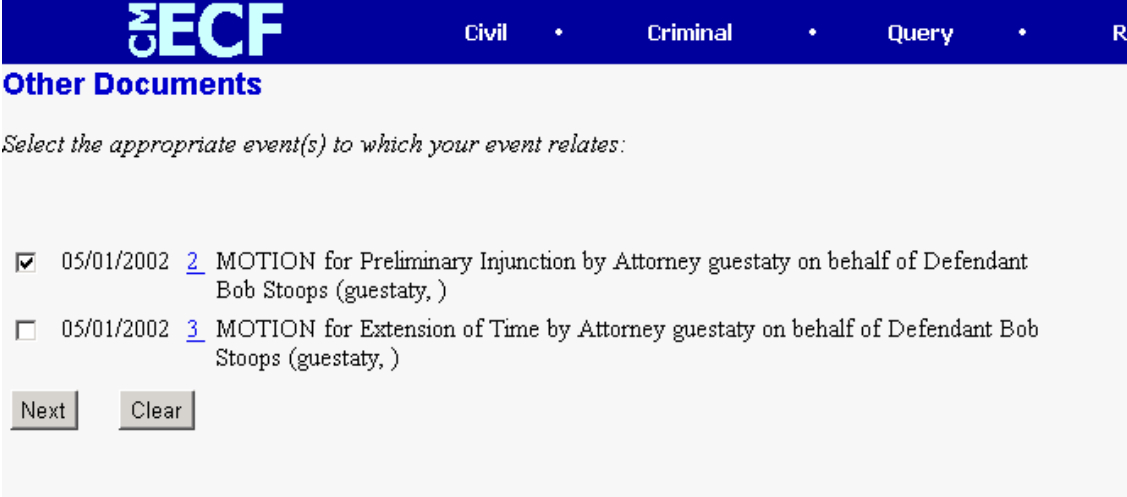
Next Clear


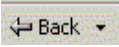
This screen requires that you filter the list of documents in the case by the type of document to which you want to link. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type “Oth\_Doc” because Brief appears in the “Other Documents” section of the main menu. You must choose a type on this screen. You also have the

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option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click  you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

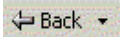
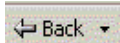


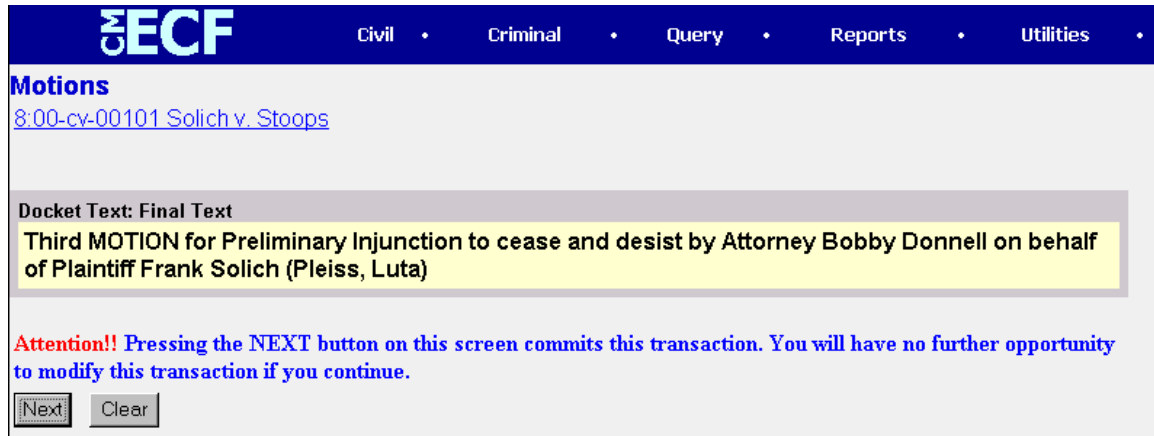
Click the checkbox for the document you wish to link to and click . You must link at least one document from the list. If you have arrived at this screen in error, click  on the browser toolbar and remove the check from the checkbox before the question **“Refer to existing event(s)?”** You will then be able to continue moving through the event without linking to a document.

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record.


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## 8. Submit the pleading.

- Click on the  button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the internet browser toolbar to find the screen you wish to alter.



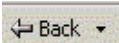
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a hyperlink "8:00-cv-00101 Solich v. Stoops". The main area displays "Docket Text: Final Text" followed by a yellow-highlighted text box containing "Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)". Below the text is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

- Click on the  button to file and docket the pleading.

**Note:** The screen depicted above contains the following warning.

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser  button until *you return to the desired screen*.

## 9. Notice of Electronic Filing.

ECF opens a new **Motions** window displaying an ECF filing receipt.





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## E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document when they receive their **Notice of Electronic Filing** for that filing. (It is suggested that you note the document number assigned on your copy of the PDF file residing on your hard drive.) The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

<p><b>Note:</b> It is the responsibility of filers to send hard copies of the pleading and <b>Notice of Electronic Filing</b> to attorneys and pro se parties who have indicated they <i>do not</i> have E-mail accounts.</p>
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## Criminal Events Feature

Registered filers will use the criminal feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for criminal cases. See the list of ECF documents on our website [www.nced.uscourts.gov](http://www.nced.uscourts.gov) (ECF Criminal Event List).

Every party shall review and comply with Fed.R.Crim.P. 12.4 and Local Rule 12.3. Any electronically-generated designation of a district judge or magistrate judge does not mean that the judge so designated is assigned to the case.

This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

### Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Verify that the case number and caption are correct.
- 5) Designate the party(s) filing the document;
- 6) Specify the PDF file name and location for the document to be filed.
- 7) Add attachments, if any, to the document being filed.
- 8) Modify docket text as necessary
- 9) Submit the pleading to ECF
- 10) Receive notification of electronic filing

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After successfully logging into ECF, follow these steps to file a pleading.

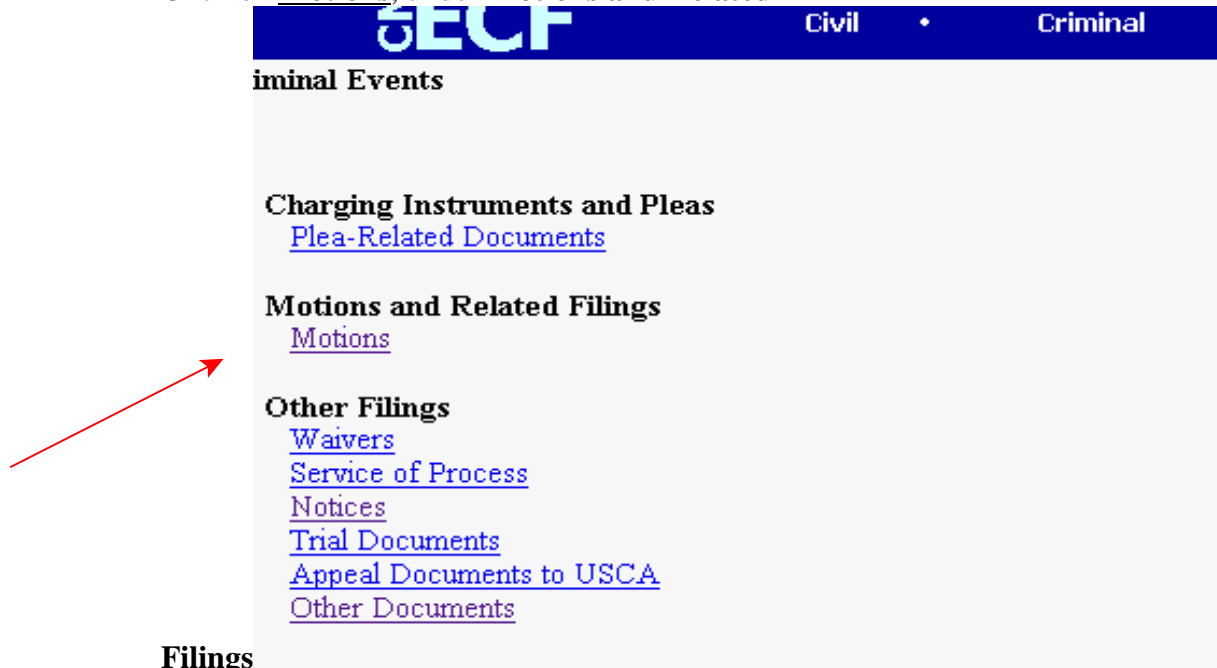


**1. Select the type of document to file.**

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing.

This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related**



**Filings**

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

ECF Civil • Criminal •

**Motions**

Sever  
Strike  
Substitute Attorney  
**Suppress**  
Vacate  
Vacate (2255)  
Withdraw Document  
Withdraw Plea of Guilty

Next Clear

For demonstration purposes, highlight **Suppress** and click on **Next**.

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

**2. Enter the case number in which the document is to be filed.**

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **Next**.

ECF Civil • Criminal • Query

**Motions**

**Case Number**

02-100 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

**Note:** if the case number you are working on is 1:00cr101, you could enter the case number in any of the following formats:

**02-100**

**02cr100**

**1:02-cr-100**

**1-02-cr-100**

**1:02cr100**

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
  - When the case number is correct, click on **Next**.

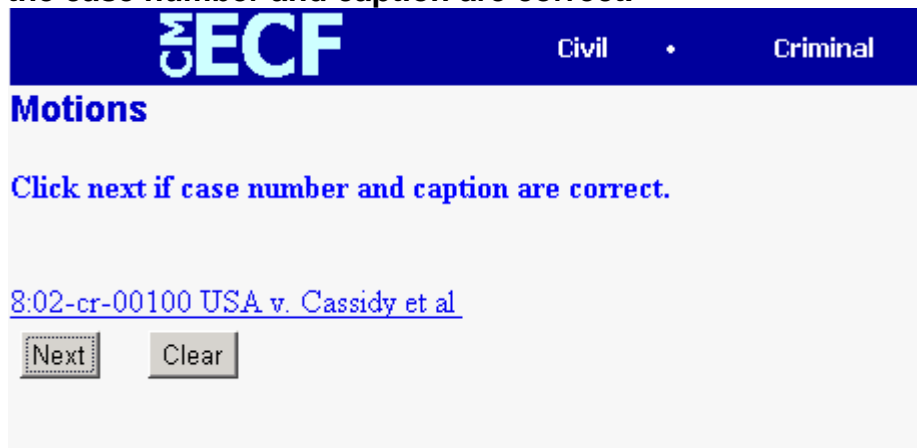
**3. Designate the defendant(s) that the filing relates to.**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the word 'Motions' is displayed in blue. The main area is titled 'Select defendants' and contains three checkboxes: '8-02-cr-100-1 - Butch Cassidy', '8-02-cr-100-2 - Sundance Kid', and 'All defendants'. The 'All defendants' checkbox is checked. At the bottom of the selection area, there are 'Next' and 'Clear' buttons.

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on **Next**.

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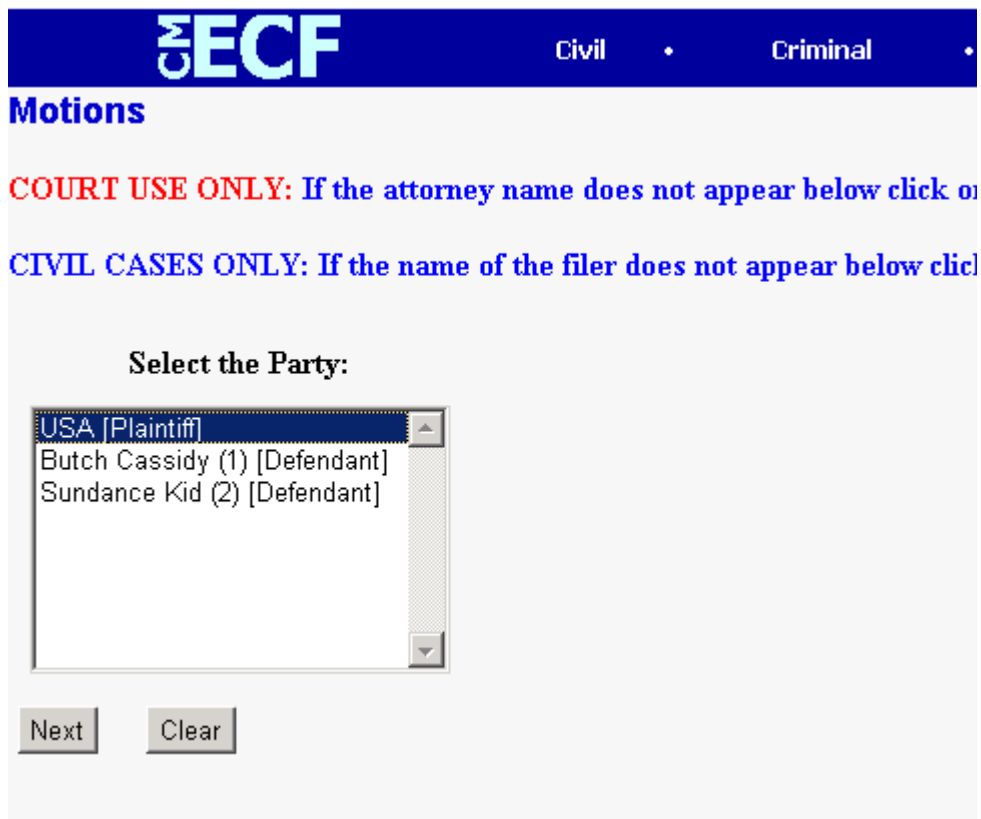
4. Verify the case number and caption are correct.




The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the word 'Motions' is displayed. A blue instruction text reads: 'Click next if case number and caption are correct.' Below this, the case number '8:02-cr-00100' and caption 'USA v. Cassidy et al' are shown. At the bottom, there are 'Next' and 'Clear' buttons.

Click 

5. Designate the party(s) filing the document.



The screenshot shows the ECF Motions interface for party selection. The header and 'Motions' section are the same as in the previous screenshot. Below the instruction text, there are two lines of text: 'COURT USE ONLY: If the attorney name does not appear below click on' and 'CIVIL CASES ONLY: If the name of the filer does not appear below click'. Below this, a section titled 'Select the Party:' contains a scrollable list box. The list box has three items: 'USA [Plaintiff]', 'Butch Cassidy (1) [Defendant]', and 'Sundance Kid (2) [Defendant]'. The 'USA [Plaintiff]' item is highlighted. At the bottom, there are 'Next' and 'Clear' buttons.

Highlight the name of the party or parties filing the motion. Click on the  button.

---

## Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.



You must first perform a search to see if your party has already been entered in the ECF system. Type the first few letters of the party’s last name for an individual or the first few letters of the company name.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party’s role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.

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ECF displays the following screen:

The screenshot shows the 'Party Information' form in the ECF system. At the top is a blue header with the 'ECF' logo and navigation links for 'Civil', 'Criminal', and 'Query'. Below the header, the title 'Party Information' is followed by the date '2/9/2002'. The form contains several input fields: 'Last name' (with 'Smith' entered), 'First name', 'Middle name', 'Generation', 'Title', 'SSN' (with '222-11-1234' entered), 'Tax ID', 'Role' (a dropdown menu with 'Defendant (dft:pty)' selected), 'Pro se' (a dropdown menu with 'no' selected), 'Office', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'County' (a dropdown menu), 'Country', 'Phone', 'Fax', 'E-mail', 'Party text', and 'Start date' (with '2/9/2002' entered). At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Clear'.

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- Leave all other fields blank.

Use the "Party text" field to add additional information to describe your party. Information added to this field is case specific and will not be transferred to all cases in the system using that particular party name.



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**Example:**


<b>Last Name Field</b>	=	<b>ABC CORPORATION</b>
<b>Party Text Field</b>	=	<b>A NORTH CAROLINA CORPORATION</b>
<b>First Name Field</b>	=	<b>JOHN</b>
<b>Middle Name Field</b>	=	<b>H</b>
<b>Last Name Field</b>	=	<b>SMITH</b>
<b>Party Text Field</b>	=	<b>WARDEN</b>

## Modifying Party Roles

It is important that the user select the correct party role when adding a new party. The system defaults to "defendant (dft:pty)", and it is up to the user to change this designation when applicable.

To change the "Role" field, click the down arrow and either use the mouse and the scroll bar or the keyboard to move through the options until the correct party role is found. Selections are in alphabetical order.

**Party Information**

<b>Last name</b>	SMITH	<b>First name</b>	
<b>Middle name</b>		<b>Generation</b>	
<b>Role</b>	Defendant (dft:pty) 		
<b>Prisoner Id</b>	Consol Third Party Plaintiff (con3pl:pty)		
<b>Unit</b>	Counter Claimant (cc:pty)		
<b>Address 2</b>	Counter Defendant (cd:pty)		
<b>City</b>	Creditor (cr:pty)		
<b>County</b>	Cross Claimant (crc:pty)		
<b>Phone</b>	Cross Defendant (crd:pty)		
<b>E-mail</b>	Custodian (cust:pty)		
<b>Party text</b>	Debtor-in-Possess (dbpos:pty)		
<b>Start date</b>	Defendant (dft:pty)		
	Garnishee (gar:pty)		
	In Re (inre:pty)		
	Interested Party (ip:pty)		
	Interpleader (intpl:pty)		
	Intervenor (intv:pty)		
	Intervenor Defendant (intvd:pty)		
	Intervenor Plaintiff (intvp:pty)		

Submit Cancel Clear

---

Once selected, the party type will appear in the "Role" field as shown below:

Party Information	
Last name	SMITH
First name	
Middle name	
Generation	
Role	Defendant (dft.pty)

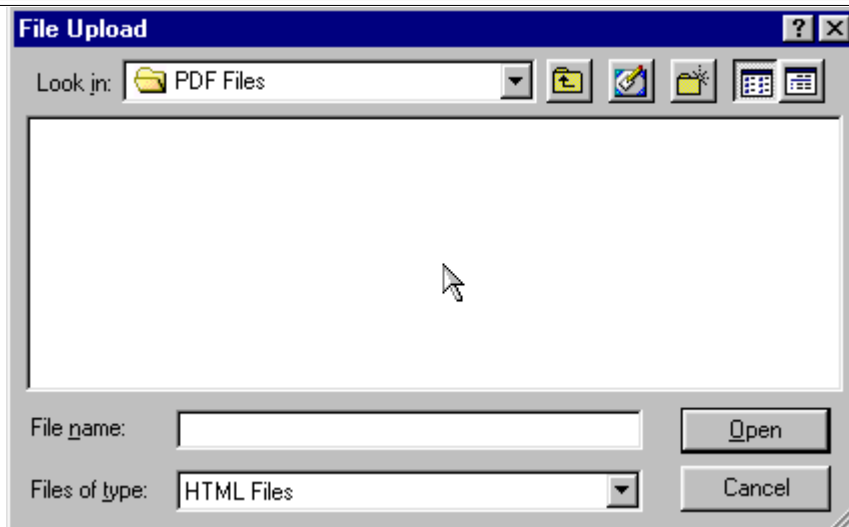
## 6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

ECF	
Civil	Criminal
<b>Motions</b>	
<a href="#">8:02-cr-00100 USA v. Cassidy et al</a>	
Select the <b>pdf</b> document (for example: C:\199cv501-21.pdf).	
Filename	
	<input type="text"/>
	<input type="button" value="Browse..."/>
Attachments to Document:	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

- Click on the  button. ECF opens the following screen.



- Change the **Files of type** from:

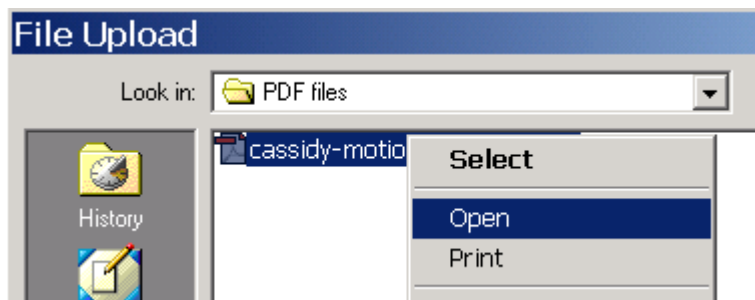


to:



- Navigate to the appropriate directory on your computer and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat® and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

**ECF** Civil • Criminal • Query

**Motions**

[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

C:\My Documents\PDF files\cassidy-m **Browse...**

**Attachments to Document:** ☒ No ☐ Yes

**Next** **Clear**

- If there are no attachments to the motion, click on **Next**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Each exhibit to a motion, response or reply should be a separate attachment. Click on **Next** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

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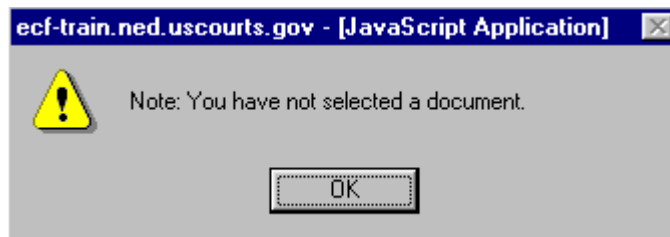
In the event you selected and highlighted a file that is **not** in PDF format, ECF will display the following error message after you click on the **Next** button.



- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **Back** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

#### **Failure to Select A Document to File**

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click [OK] from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

#### **7. Add attachments to documents being filed.**

Remember each exhibit to a motion, response or reply should be a separate attachment. If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

ECF

Civil

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Reports

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Logout

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on  to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
  - To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment. **Your filing will be considered deficient if you do not perform this task.**
- Click on [Add to List].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

Select one or more attachments.


1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text" value="Appendix"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- 
- Repeat the sequence for each additional attachment.
  - After adding all of the desired PDF documents as attachments, click on .

#### **8. When attachments and exhibits are in paper format**

All attachments or exhibits in paper form should be scanned using a scanner and appropriate software for the creation of files in PDF format when possible. Exhibits may be scanned into one or more files (each less than 2 MB in size) and attached for e-filing using the procedure outlined above.

**Tip:** Be sure your scanner is set to black and white for text (unless it is a document that must be filed in color) and is set at a low image resolution, before scanning documents. The Clerk's office is using a scanner resolution of 200 x 200 in black and white mode.

Attachments or exhibits that cannot be scanned for e-filing may be submitted to the Clerk's Office in paper format. Attorneys may present paper filings using the following method:

---


E-file a pleading indicating that certain attachments have not been scanned, but rather, will be filed with the clerk. Print the resulting Notice of Electronic Filing (NEF), attach it to the paper exhibits, and submit it to the clerk. Paper attachments submitted in this manner will be considered filed as part of the e-filed pleading.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

### Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.


The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and the word 'Civil'. Below the header, the title 'Other Documents' is displayed. A checkbox labeled 'Refer to existing event(s)?' is present and is currently unchecked. Below the checkbox are two buttons: 'Next' and 'Clear'.

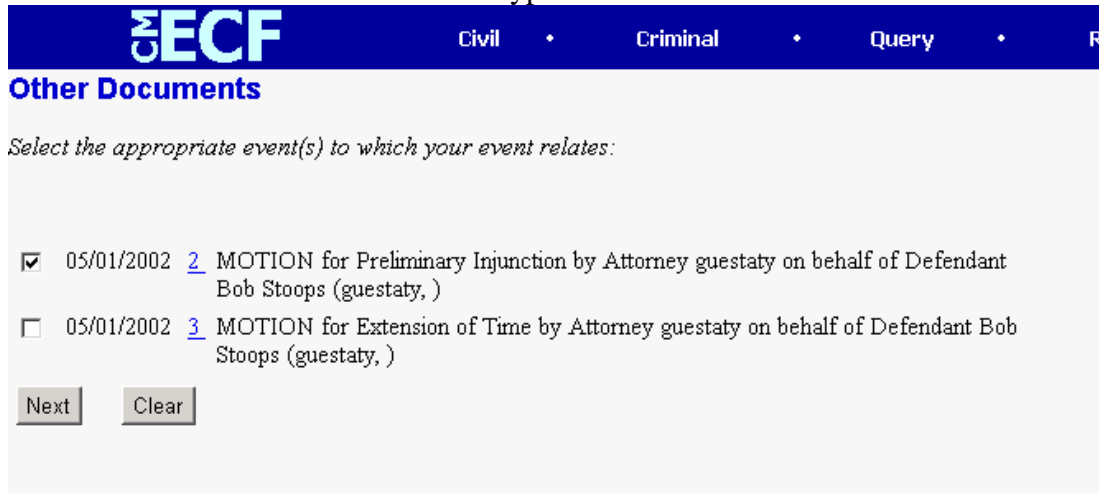
An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click .


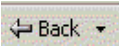
This screenshot shows the ECF system interface after the 'Refer to existing event(s)?' checkbox has been checked. The title 'Other Documents' remains. Below the title, the instruction 'Select the category to which your event relates.' is shown. A scrollable list of event categories is displayed, including 'Type', 'adr', 'answer', 'appeal', 'appeal-cr', 'charge-cr', 'cja', 'cmp', 'detention-cr', and 'discov'. Below the list, there are two rows of input fields. The first row is labeled 'Filed' and the second row is labeled 'Documents'. Each row has two text input boxes separated by the word 'to'. At the bottom of the form are 'Next' and 'Clear' buttons.



This screen requires that you filter the list of documents in the case by the type of document to which you want to link. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type “Oth\_Doc” because Brief appears in the “Other Documents” section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

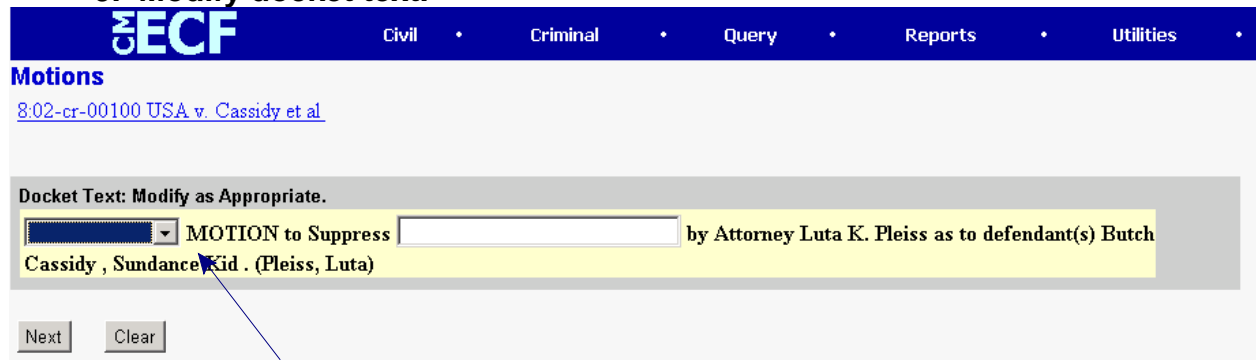
Once you select the type of document and click  you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.



Click the checkbox for the document you wish to link to and click . You must link at least one document from the list. If you have arrived at this screen in error, click  on the browser toolbar and remove the check from the checkbox before the question “**Refer to existing event(s)?**” You will then be able to continue moving through the event without linking to a document.

Note: Many events offer users the ability to link to other documents in a case. When applicable, attorneys are encouraged to use this option as the linked records aid the judges and court staff when reviewing the case record.

## 9. Modify docket text.



ECF Civil • Criminal • Query • Reports • Utilities •

**Motions**

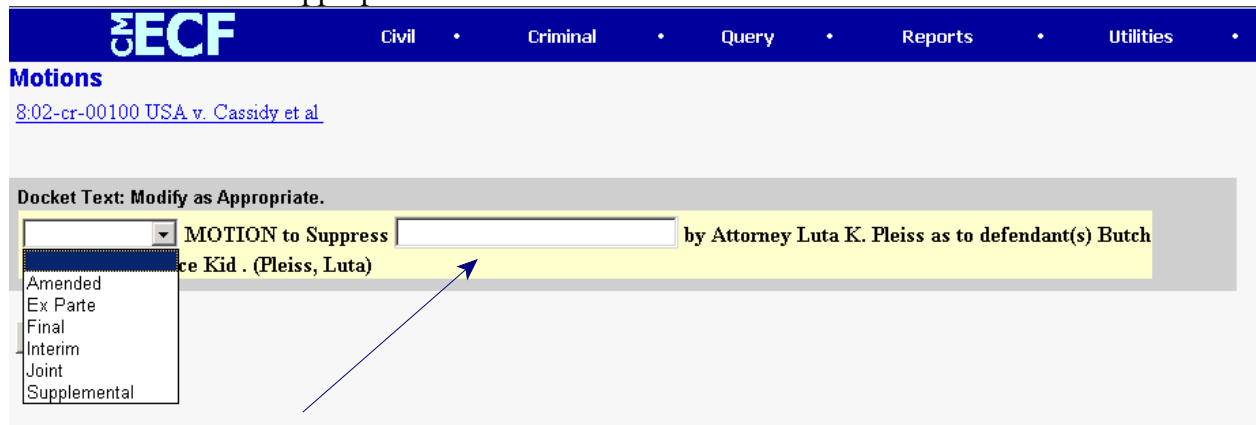
[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress  by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Next Clear

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.



ECF Civil • Criminal • Query • Reports • Utilities •

**Motions**

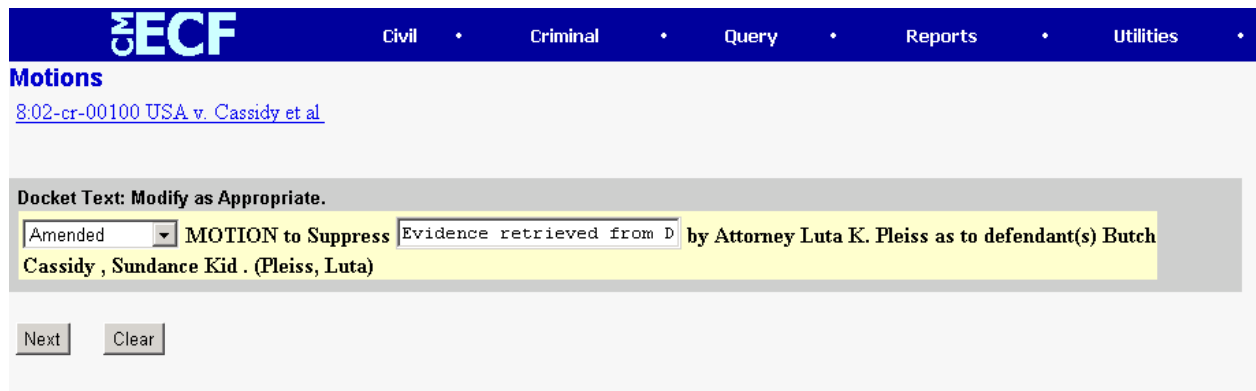
[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress  by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Amended  
Ex Parte  
Final  
Interim  
Joint  
Supplemental

Click in the open text area to type additional text for the description of the pleading.



ECF Civil • Criminal • Query • Reports • Utilities •

**Motions**

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

Amended  MOTION to Suppress Evidence retrieved from D by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Next Clear

## 10. Submit the pleading.

- Click on the **Next** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **Back** button on the internet browser toolbar to find the screen you wish to alter.

CM/ECF

Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Final Text

Amended MOTION to Suppress *Evidence retrieved from Defendant's car* by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

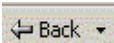
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Click on the  button to file and docket the pleading.

**Note:** The screen depicted above contains the following warning.

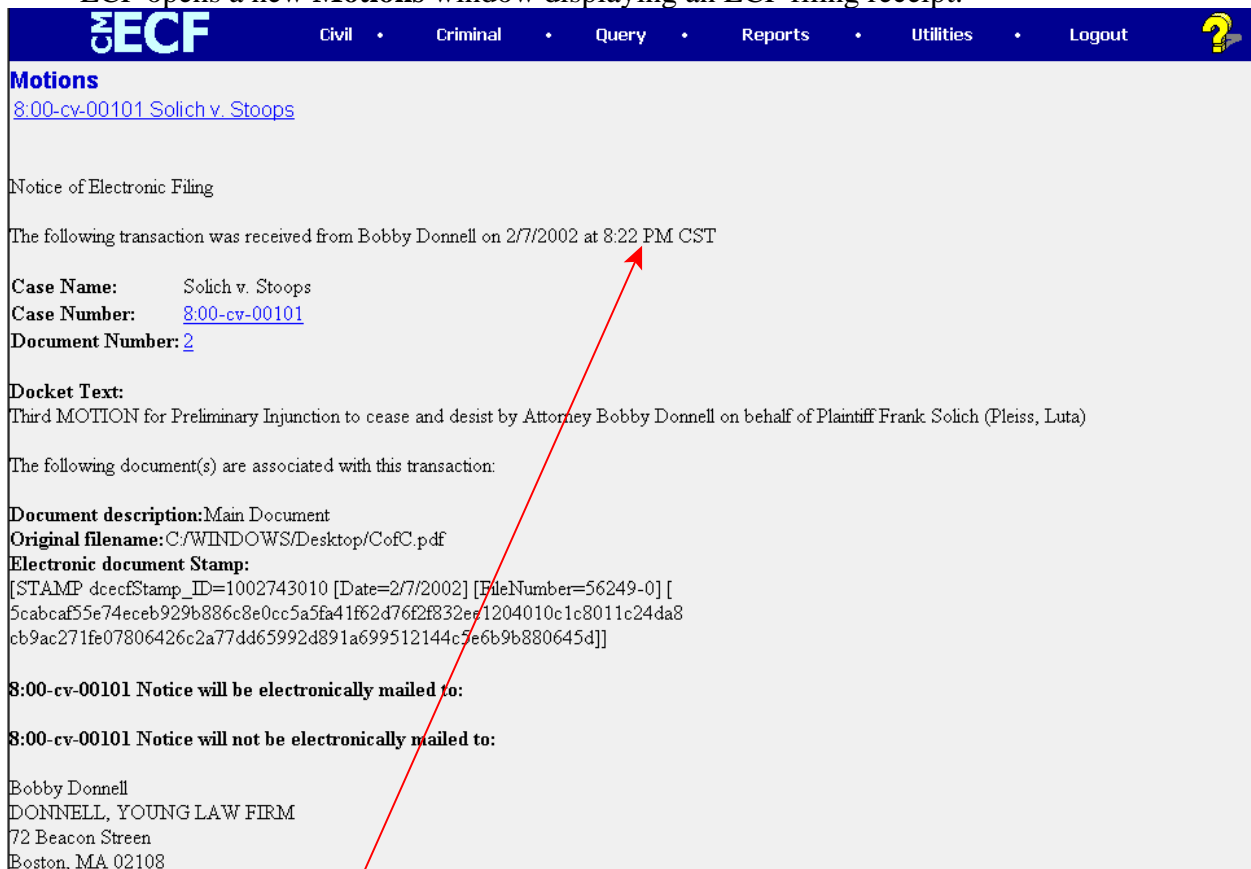
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser  button until *you return to the desired screen*.

## 11. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.



**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

Notice of Electronic Filing

The following transaction was received from Bobby Donnell on 2/7/2002 at 8:22 PM CST

**Case Name:** Solich v. Stoops  
**Case Number:** [8:00-cv-00101](#)  
**Document Number:** [2](#)

**Docket Text:**  
Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** C:/WINDOWS/Desktop/CofC.pdf  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f832ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]

**8:00-cv-00101 Notice will be electronically mailed to:**

**8:00-cv-00101 Notice will not be electronically mailed to:**

Bobby Donnell  
DONNELL, YOUNG LAW FIRM  
72 Beacon Street  
Boston, MA 02108

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the internet browser toolbar to print the document receipt.
- Select **[File]** on the internet browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

### **E-Mail Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

## **Query Feature**

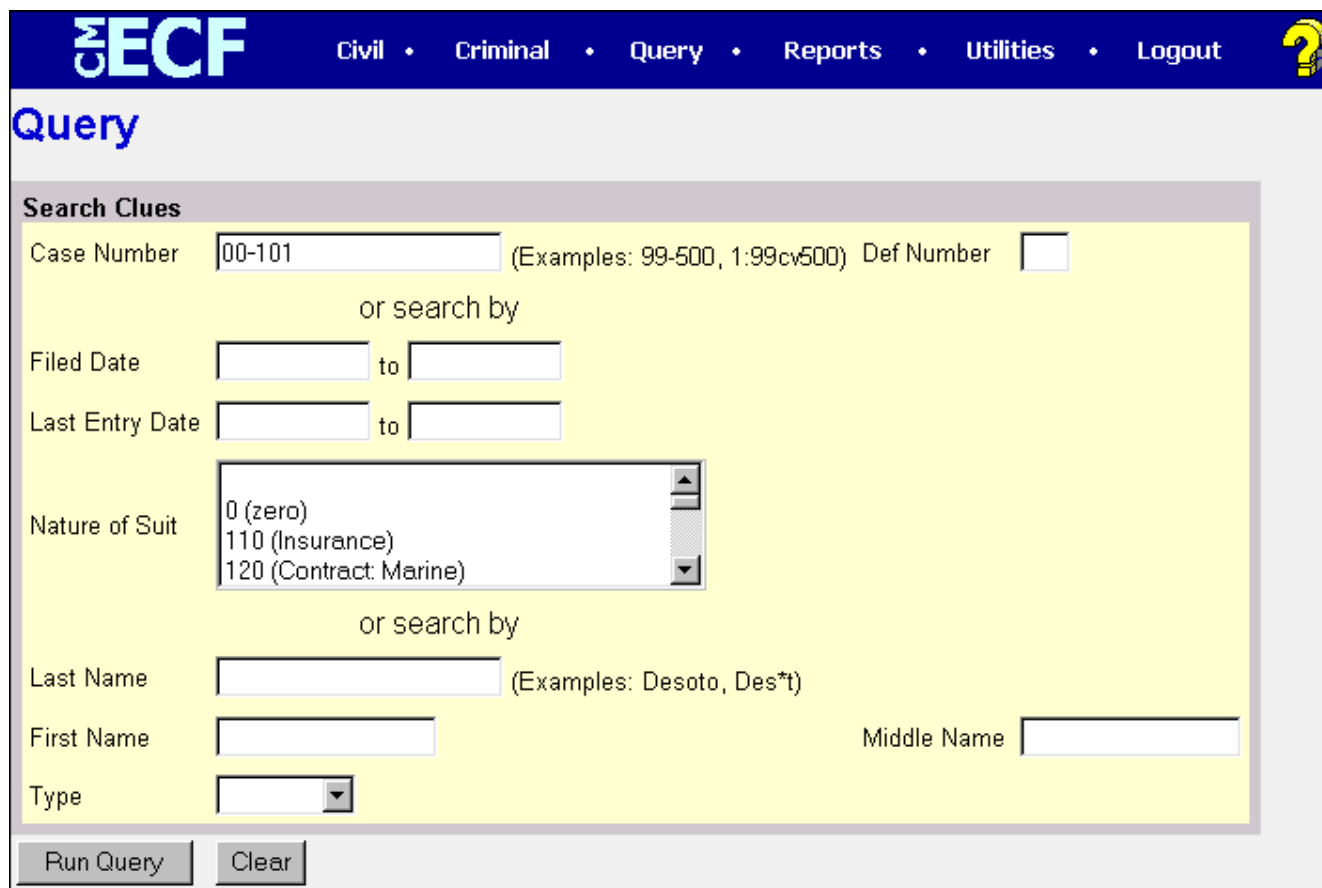
Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF.

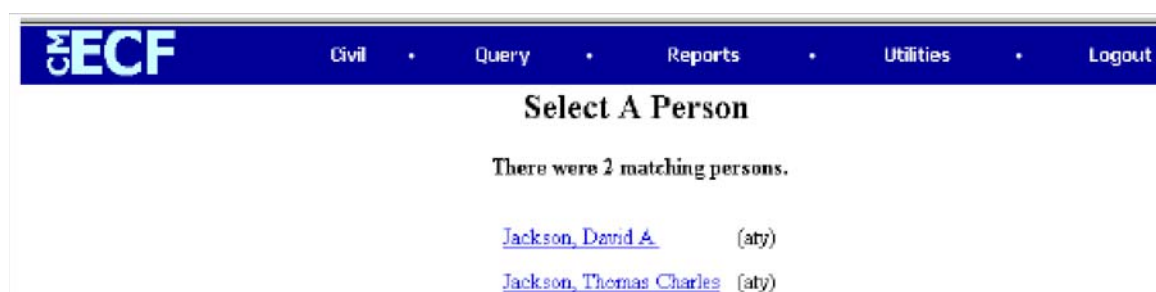
After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.



The image shows the ECF Query screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar is a 'Query' section with a yellow background. It contains a 'Search Clues' form with the following fields: 'Case Number' (with '00-101' entered and examples '99-500, 1:99cv500'), 'Def Number', 'Filed Date' (with 'to' separator), 'Last Entry Date' (with 'to' separator), 'Nature of Suit' (a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'), 'Last Name' (with examples 'Desoto, Des\*t'), 'First Name', 'Middle Name', and 'Type' (a dropdown menu). At the bottom of the form are 'Run Query' and 'Clear' buttons.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

**Figure A**



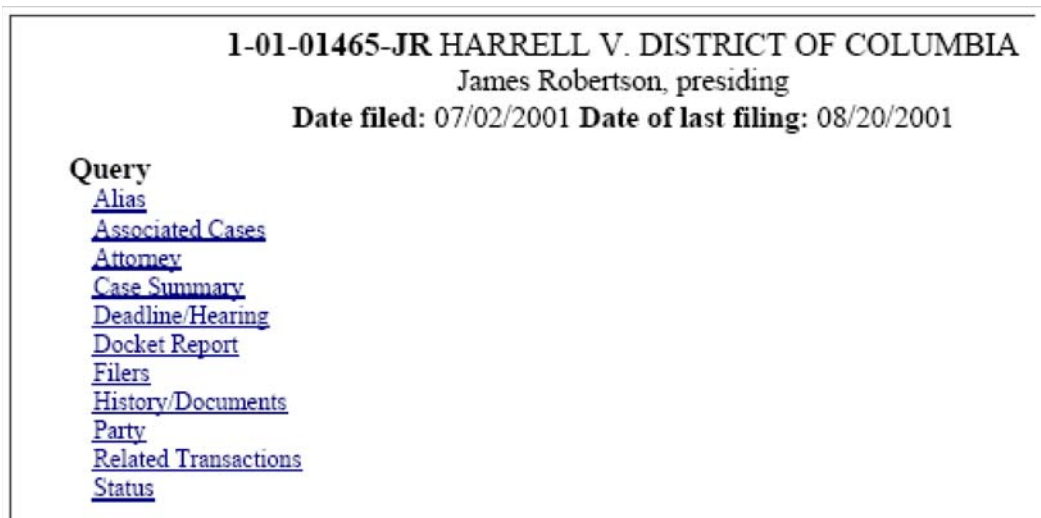
The image shows the 'Select A Person' screen. It has a blue navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. The main content area is white and contains the text 'There were 2 matching persons.' followed by two hyperlinks: 'Jackson, David A. (aty)' and 'Jackson, Thomas Charles (aty)'.

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After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

**Figure B**



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

## **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

---

## Case Summary

Provides a summary of current case-specific information as represented below.

**1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA**

James Robertson, presiding

**Date filed:** 07/02/2001 **Date of last filing:** 08/20/2001

### Case Summary

<b>Office:</b>	Washington, DC	<b>Filed:</b>	07/02/2001
<b>Jury Demand:</b>	Both	<b>Demand:</b>	
<b>Nature of Suit:</b>	442	<b>Jurisdiction:</b>	Federal Question
<b>Cause:</b>	28:1983 Civil Rights	<b>Disposition:</b>	
<b>County:</b>		<b>Terminated:</b>	
<b>Origin:</b>	1	<b>Reopened:</b>	
<b>Lead Case:</b>	None		
<b>Related Case(s):</b>	None		
<b>Flags:</b>	JURY, TYPE-H		
<b>Party 1:</b>	WAYNE HARRELL (pla)		
<b>Party 2:</b>	DISTRICT OF COLUMBIA (DFT)		
<b>Atty:</b> Ruth Ann Lowery	<b>Represents Party 1:</b> pla	<b>Phone:</b>	(202) 789-6064
		<b>Fax:</b>	(202) 789-6190
		<b>E-mail:</b>	rlowery@bdlaw.com
<b>Atty:</b> David A. Jackson	<b>Represents Party 2:</b> dft	<b>Phone:</b>	(202) 724-6618

## Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

**Deadlines/Hearings**

Sort by: Due/Set






Document Number  
Deadline/Hearing  
Filed  
**Due/Set**  
Satisfied  
Terminated

Run Query Clear

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.



**Deadlines/Hearings**

<b>Doc. No.</b>	<b>Deadline/Hearing</b>	<b>Event Filed</b>	<b>Due/Set</b>	<b>Satisfied</b>	<b>Terminated</b>
<a href="#">7</a>	 Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<a href="#">7</a>	 Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<a href="#">7</a>	 Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	 Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
<a href="#">1</a>	 Answer due <i>from DC</i>	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

---

## Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

**ECF** Civil • Criminal

**Docket Sheet**

Case number 99-700

☒ Filed  to

☐ Entered

Documents  to

☒ Include terminated parties  
☐ Include links to Notice of Electronic Filing  
☒ Include Caption

Sort by Oldest date first ▼

Run Report Clear

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted below.

ECF				Civil • Criminal • Query • Reports • Utilities • Logout	?
01/02/2003	<a href="#">13</a>	SECOND AMENDED COMPLAINT, with Exhibits, by DIANE JOY JENKINS amending [2-1] amended complaint; jury demand against JOHN DEMPSEY, CAROL EWING, JAMES HALSTEAD, MARY ANN WARD, TERESA WOOD, GEORGE LEWIS, RICHARD LEWIS, SUSANNE ADAMS (filed per doc. no. 12) (keayba mckenzie) (Entered: 01/06/2003)			
01/02/2003	<a href="#">14</a>	SUMMONS issued for STATE OF NC, THE, TRUSTEES OF SANDHILL, JOHN DEMPSEY, CAROL EWING, JAMES HALSTEAD, MARY ANN WARD, TERESA WOOD, GEORGE LEWIS, RICHARD LEWIS, SUSANNE ADAMS (keayba mckenzie) (Entered: 01/06/2003)			
01/08/2003	<a href="#">15</a>	MOTION for Summary Judgment by defendant STATE OF NC, THE (copy-original filed in lead case 1:99CV664) (kelly welch) (Entered: 01/14/2003)			
01/08/2003	<a href="#">15</a>	MOTION by STATE OF NC, THE for Dismissal of Plaintiff's Claims Against the State, or in the alternative to Drop the State of North Carolina as a Party Defendant. (copy-original filed in lead case 1:99CV664) (kelly welch) Modified on 01/14/2003 (Entered: 01/14/2003)			

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

### History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

ECF		Civil	•	Query	•	Reports	•	Utilities
<b>History/Documents</b>								
<input checked="" type="radio"/> All events (history)								
<input type="radio"/> Only events with documents								
<input checked="" type="checkbox"/> Display docket text								
Sort by		<div> Most recent date first  Oldest date first  Most recent date first </div>						
Run Query		Clear						

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The image below depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

<b>1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA</b> James Robertson, presiding Date filed: 07/02/2001 Date of last filing: 08/20/2001					
History					
Doe. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
6	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc miscmtcX	34
Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)					
7	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
Docket Text: SCHEDULING ORDER. Final pretrial conference set for 6/27/2002 at 4:30 PM, jury trial set for 7/8/2002 at 9:30 AM, status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
7	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
Docket Text: SCHEDULING ORDER. Final pretrial conference set for 6/27/2002 at 4:30 PM, jury trial set for 7/8/2002 at 9:30 AM, status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
Docket Text: Minute Entry. Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp, )					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp, )					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

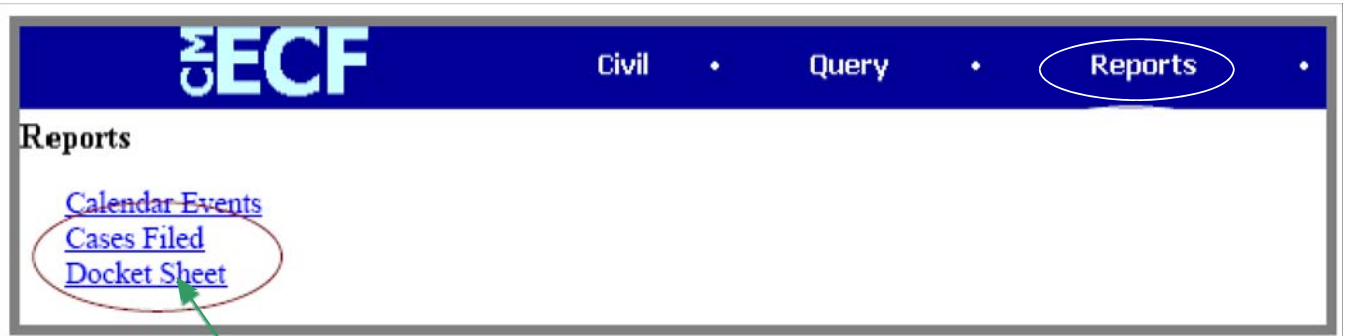
## Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

---

## Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted below:



If you select **Cases Filed** or **Docket Sheet** from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

### Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

### Civil Cases Report

Office: 4 Lincoln, 7 North Platte  
Case type: Civil, Miscellaneous  
Nature of suit: 0 (zero), 110 (Insurance)  
Case flags: 2255MOTION, AOFORM  
Cause: 0 (No cause code entered), 02:0431 (02:431 Fed. Election...)  
Filed: 9/23/2002 to 10/23/2002  
Terminal digit(s): 2, 4, 7  
☒ Open cases  
☐ Closed cases  
Sort by: Case Number  
Run Report Clear

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

Civil Cases Report				
Version 1 -- U.S. District Court of Nebraska				
Filed Report Period: 09/23/2002 - 10/23/2002				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">4:02-cv-03257</a> Anderson et al v. Gale	Filed: 09/23/2002		31	Cause: 28:1343 Violation of Civil Rights NOS: Civil Rights: Voting Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
<a href="#">4:02-cv-03258</a> Lujan v. Kenney	Filed: 09/23/2002		31	Cause: 28:2254 Petition for Writ of Habeas Corpus (State) NOS: Habeas Corpus (General) Office: 4 Lincoln Presider: Lyle E. Strom Referral: Kathleen A. Jaudzemis Jury demand: None Case Flags: HABEAS
<a href="#">4:02-cv-03259</a> USA v. Woolley	Filed: 09/23/2002		31	Cause: 26:7401 IRS: Tax Liability NOS: Taxes Office: 4 Lincoln Presider: Richard G. Kopf Referral: David L. Piester Jury demand: None
<a href="#">4:02-cv-03260</a> Moore v. Lincoln	Filed: 09/24/2002		30	Cause: 42:2000e Job Discrimination (Employment) NOS: Civil Rights: Other Office: 4 Lincoln Presider: Warren K. Urbom Referral: David L. Piester Jury demand: Plaintiff

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

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## Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.



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## Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF. The functionality of this portion of CM/ECF is discussed in full beginning on page 5 of this manual.

## Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.